

# **E.P.E.S.**

Web Accounting & P.O. Manual



School Accounting Made Easy

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# Section A

## Access and Startup

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Access



Navigate to: <https://epesaccounting.epes.org>

### Adding Program Icon to the Desktop

1. Click on "Help" on the program menu bar.
2. Click on "Downloads" then click on "Desktop Shortcut."
3. Save the file to the desktop.

(Icons may appear different on different computers. This is due to the Internet browser and the version of Windows that is being used.)

District ID: 74008 Customer ID: 740083

User Name: bk

Password: ....

Enter number displayed in the image below:

Security Code: 9099 9099

Login [Forgot Password](#)

Other default user IDs that are available:

**PRIN** = Principal  
(Read Only Access)

**AIDE** = Data Entry Aid  
(Add and Read Only Access)

For bookkeepers the User ID will be **"BK"** unless otherwise set by the district.

You must enter the District ID and Customer ID numbers to access the program

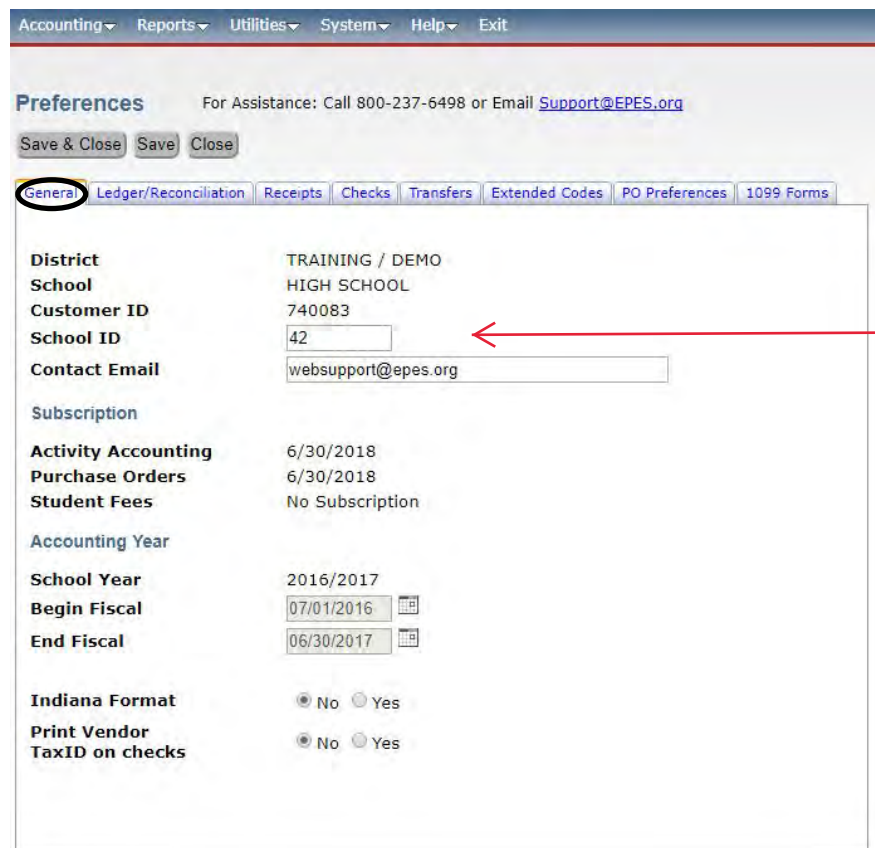
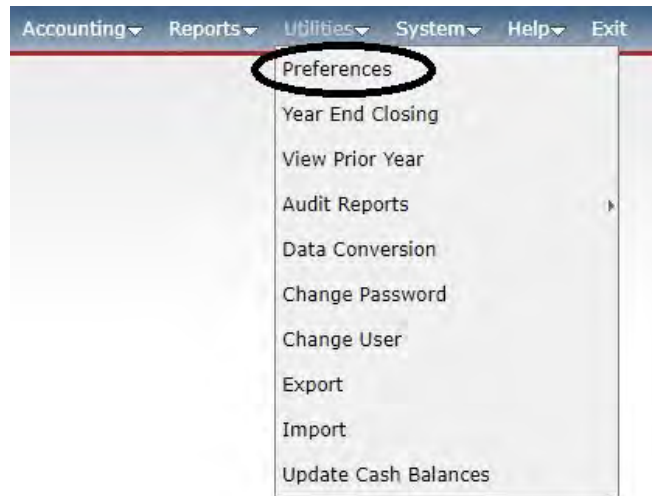


# Preferences

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

## Accounting Preferences

Many important settings are here.

A screenshot of the EPES Preferences window. The 'Genera' tab is selected and circled in black. The window displays various settings for the district and school. A red arrow points from the text 'School ID is set by the district' to the 'School ID' field, which contains the value '42'.

For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

**Genera** Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms

District	TRAINING / DEMO
School	HIGH SCHOOL
Customer ID	740083
School ID	42
Contact Email	websupport@epes.org
Subscription	
Activity Accounting	6/30/2018
Purchase Orders	6/30/2018
Student Fees	No Subscription
Accounting Year	
School Year	2016/2017
Begin Fiscal	07/01/2016
End Fiscal	06/30/2017
Indiana Format	<input checked="" type="radio"/> No <input type="radio"/> Yes
Print Vendor TaxID on checks	<input checked="" type="radio"/> No <input type="radio"/> Yes

School ID is  
set by the  
district

## Close Month

To enable months to be closed, you must set it up under preferences.

The screenshot shows the 'Preferences' window with the 'Ledger/Reconciliation' tab selected. The 'Print the following footnote at the bottom of the Ledger/Reconciliation/Financial report' section has the 'No' radio button selected. The 'Enable Monthly Close' section at the bottom has the 'Yes' radio button selected. Both sections are circled in black. The 'Ledger/Reconciliation' tab in the top navigation bar is also circled in black.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms

**Print the following footnote at the bottom of the Ledger/Reconciliation/Financial report**

☒ No ☐ Yes

**Line 1** I have reviewed the above ledger report and attached reports for the

**Line 2** current month. I find them accurate and complete to the best of my

**Line 3** knowledge.

**Line 4** Bookkeeper: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Line 5** Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Enable Monthly Close**

☐ No ☒ Yes

Note: If you are using the Monthly Close option, you should run all reports to ensure you are in balance. After balancing, select the "Close Monthly Entries" from the Ledger Report screen and click "OK." This will close the month. All data files associated with that month will be closed and further access to "Add," "Edit," or "Delete" will be denied. You should be sure that all Accounts balance, and that your Checking Account is balanced, and any changes you need to make up to this month have been completed before closing this month.

Accounting - Reports - Utilities - System - EPES - Help - Exit

### Preferences

For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms

Print Receipts while adding? ☒ No ☐ Yes

Last Receipt No

Default GL Acct

Print Options

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

Accounting - Reports - Utilities - System - EPES - Help - Exit

### Preferences

For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms

Maximum Check Amt

Allow Checks to Leave a Negative Balance? ☐ No ☒ Yes

Last Check No

Default Checking Acct

Print Options

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

Check Type

☐ Stub - Check - Stub ☒ Check - Stub - Stub

Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

## Preferences

For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks **Transfers** Extended Codes PO Preferences 1099 Forms

**Allow Transfers to Leave a Negative Balance?** ☐ No ☒ Yes

Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

## Preferences

For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

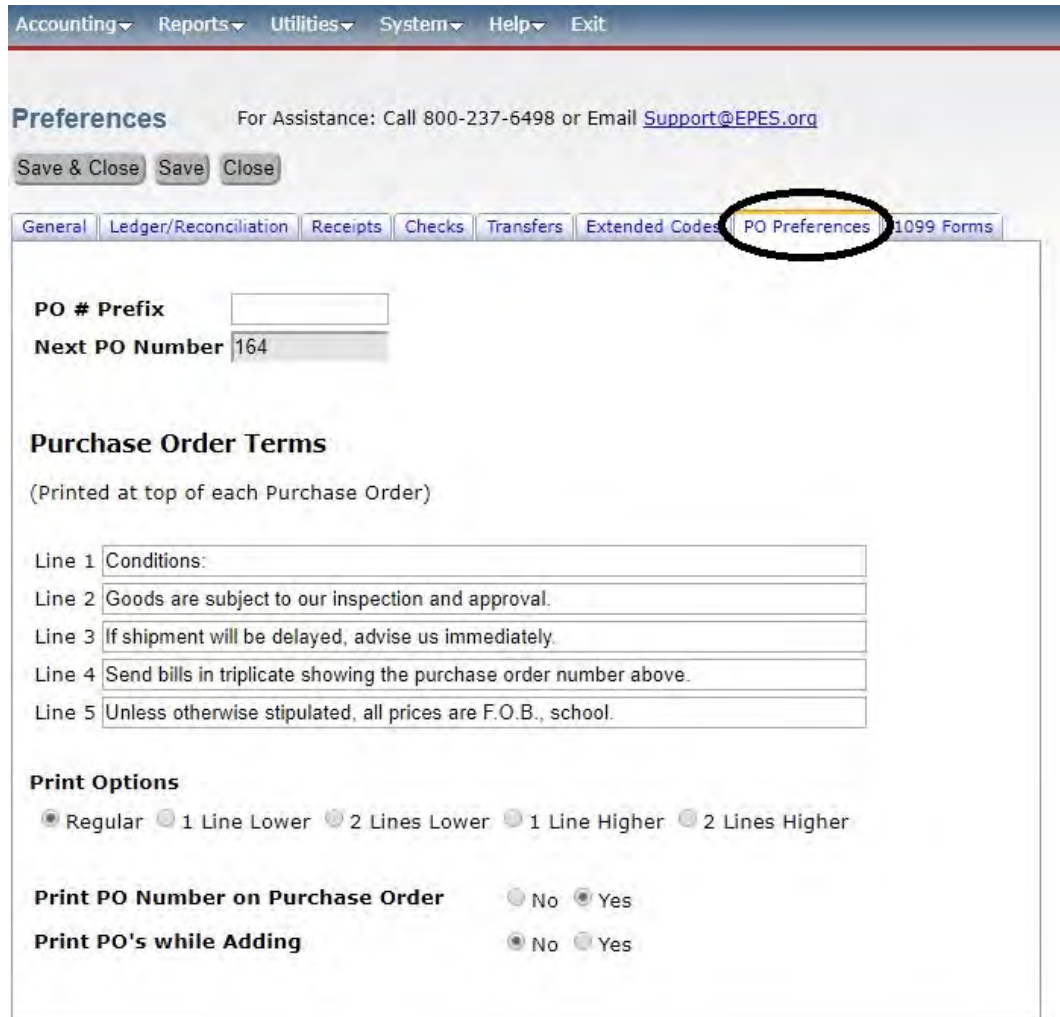
General Ledger/Reconciliation Receipts Checks Transfers **Extended Codes** PO Preferences 1099 Forms

**Enable Ext Codes** ☒ No ☐ Yes

**Extended Codes Required** ☒ No ☐ Yes

## PO Preferences

Normally, these settings are not changed.



Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes **PO Preferences** 1099 Forms

**PO # Prefix**

**Next PO Number**

**Purchase Order Terms**

(Printed at top of each Purchase Order)

Line 1	Conditions:
Line 2	Goods are subject to our inspection and approval.
Line 3	If shipment will be delayed, advise us immediately.
Line 4	Send bills in triplicate showing the purchase order number above.
Line 5	Unless otherwise stipulated, all prices are F.O.B., school.

**Print Options**

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

**Print PO Number on Purchase Order** ☐ No ☒ Yes

**Print PO's while Adding** ☒ No ☐ Yes

Accounting Reports Utilities System EPES Help Exit

PreferencesFor Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

GeneralLedger/ReconciliationReceiptsChecksTransfersExtended CodesPO Preferences1099 Forms

**Print the following on 1099 Forms.** ☒ No ☐ Yes

Employer Federal Identification Number

Employer Name

Address Line 1

Address Line 2

City, State Zip

**Print Options**

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

## For New EPES Users Transitioning from Another Software

When coming from a different software, the beginning balance should be the ending balance from your fiscal year end or last month bank statement.

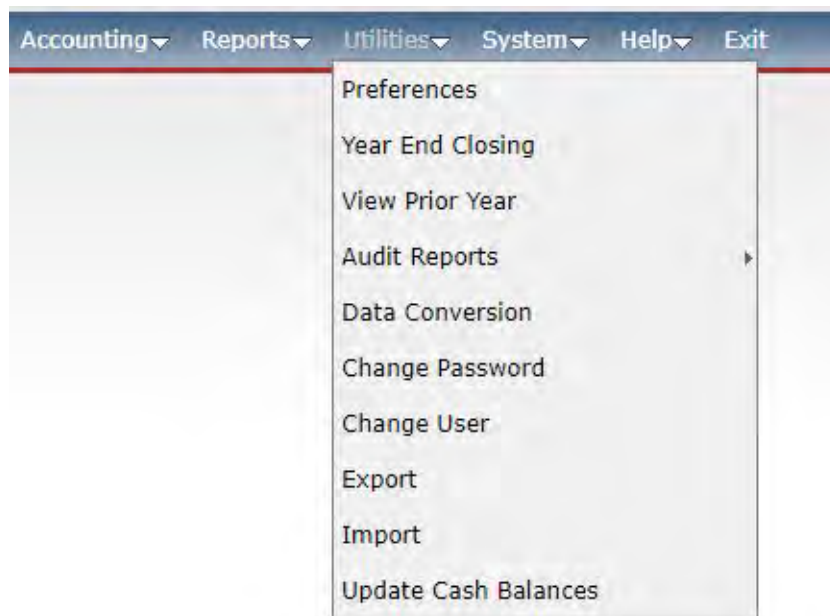
If your ending balance already contains outstanding checks deducted you can proceed to adding Activity Accounts, GL Accounts, and Vendors. See Section B and E.

If your ending balance does not contain your outstanding checks, you will want to adjust your beginning balance accordingly.

## Change Password



Navigate to: **'Utilities/Change Password'**



Change Password

Old Password:

New Password:

Repeat Password:

Change Password

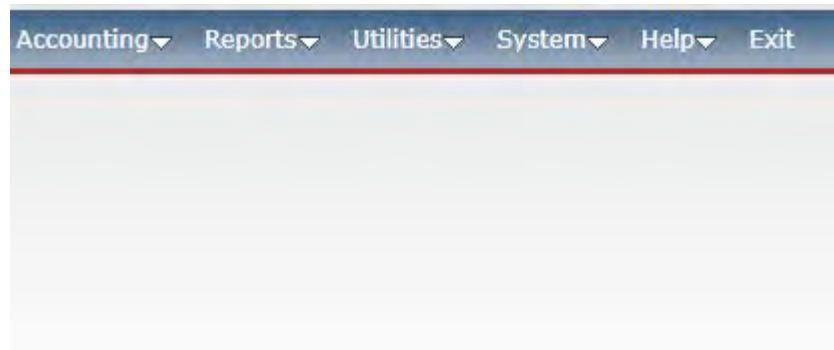
Close

Enter your current password. Then enter a new password twice. To change click on **<Change Password>**. For security purposes, you will be prompted periodically to change your password in the web accounting.

## Exit



Navigate to: **'Exit'**





## Contacts

EPES Helplines  
**1 (800) 237 - 6498**  
**1 (866) 729 - 6316**

EPES provides Technical support to all EPES web accounting customers with a current lease. Your initial purchase includes a one year lease of the program plus technical support. The support personnel are very well versed in the software and are able to answer your questions accurately and promptly. You will be notified annually as your lease/support agreement expires.

You can also receive technical support by contacting [support@epes.org](mailto:support@epes.org). Please include your customer ID number and your name.

# Section B

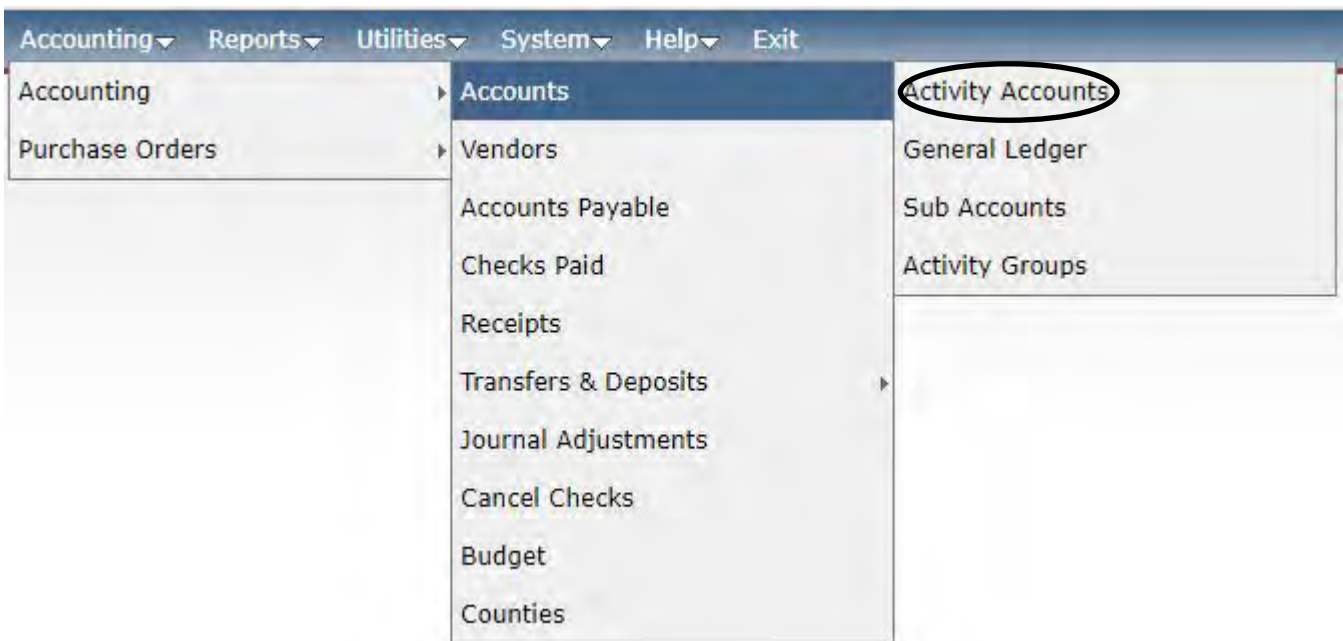
## Accounts

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Add Accounts



Navigate to: '**Accounting/ Accounting/ Accounts/ Activity Accounts**'



### Verify the Account is Not Set Up

You should first click on **<List>** to verify that a suitable account is not already set up.

## Activity Accounts/Club

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE + ADD ANOTHER

Activity Account/Club #  \*

Account Name  \* Cash Balance \$2,566.27

Advisor  Payable (\$0.00)

Beginning Balance  \* Working Balance \$2,566.27

Activity Group  Encumbered \$17.25

A list of valid accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending order. You can also click on the column title that you want to search using the quick search box. The criteria in the box will change accordingly.

## Activity Accounts

Search  for  Search Close

Click on the field header to sort by that field

Acct #	Account Name	Advisor Name	Account Group	Beginning Balance	Cash Balance
100	GENERAL FUNDS	SUSAN BEE		\$2,570.52	\$2,566.27
110	UTILITIES	ELECTRIC MAN		\$362.43	\$312.43
200	FACULTY	DEAN DEAN		\$2,706.50	\$2,706.50
210	BREAK ROOM	BUD SERVER		\$124.19	\$290.19
300	ATHLETICS	PAC 16		\$2,367.48	\$2,227.48
310	FOOTBALL	PAPA HALLAS		\$2,390.00	\$2,375.00
320	BASEBALL	HANK AARON		\$1,985.00	\$1,995.00
400	STUDENT BODY	SUSIE QUE		\$473.00	\$488.00
2000	SCHOLARSHIP			\$2,500.00	\$2,500.00
7000	CD			\$8,000.00	\$8,000.00

To add a new account, you must click on **<Add>**.

## Activity Accounts/Club

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE + ADD ANOTHER

Activity Account/Club #  \*

Account Name  \* Cash Balance \$2,566.27

Advisor  Payable (\$0.00)

Beginning Balance  \* Working Balance \$2,566.27

Activity Group  Encumbered \$17.25

Enter the new account number, account name, beginning balance, and accounting group. Your beginning balance should be zero. Please note that you cannot duplicate an account number. You will get a message letting you know if the number is a duplicate.

The 'Acct Group' is available to provide an additional grouping for Accounts if necessary.

If you decide a new account isn't needed you can click on **<Cancel>**. Otherwise, click on **<Save>** to save the new account. Now click on **<Close>**.

## Edit Accounts

If you decide that you need to edit an account, you are able to edit all data except the account number. The account number can not be changed if it has been used for a transaction. The account number can be changed if it has not been used for a transaction.



Navigate to: **"Accounting/ Accounting/ Accounts/ Activity Accounts"**.

Click on **<List>** to find the account that you want to edit.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Activity Accounts/Club

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE + ADD ANOTHER

Activity Account/Club #  \*

Account Name  \* Cash Balance \$2,566.27

Advisor  Payable (\$0.00)

Beginning Balance  \* Working Balance \$2,566.27

Activity Group  Encumbered \$17.25

Find the account in the list and click on it.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Activity Accounts

Search  for  Search Close

Click on the field header to sort by that field

Acct #	Account Name	Advisor Name	Account Group	Beginning Balance	Cash Balance
100	GENERAL FUNDS	SUSAN BEE		\$2,570.52	\$2,566.27
110	UTILITIES	ELECTRIC MAN		\$362.43	\$312.43
200	FACULTY	DEAN DEAN		\$2,706.50	\$2,706.50
210	BREAK ROOM	BUD SERVER		\$124.19	\$290.19
300	ATHLETICS	PAC 16		\$2,367.48	\$2,227.48
310	FOOTBALL	PAPA HALLAS		\$2,390.00	\$2,375.00
320	BASEBALL	HANK AARON		\$1,985.00	\$1,995.00
400	STUDENT BODY	SUSIE QUE		\$473.00	\$488.00
2000	SCHOLARSHIP			\$2,500.00	\$2,500.00
7000	CD			\$8,000.00	\$8,000.00

Click on **<Edit>** and make the changes needed. If you decide not to edit the account, you can click on **<Cancel>**. Otherwise, click on **<Save>**. Now click on **<Close>**.

## GENERAL LEDGER ACCOUNTS:

Five General Ledger Accounts are automatically set up:

- 1) 991 Petty Cash
- 2) 992 Cash on Hand
- 3) 993 Checking
- 4) 994 Savings
- 5) 995 Investments

You may add new General Ledger Accounts or edit existing ones.



# Section C

## Sub Accounts

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

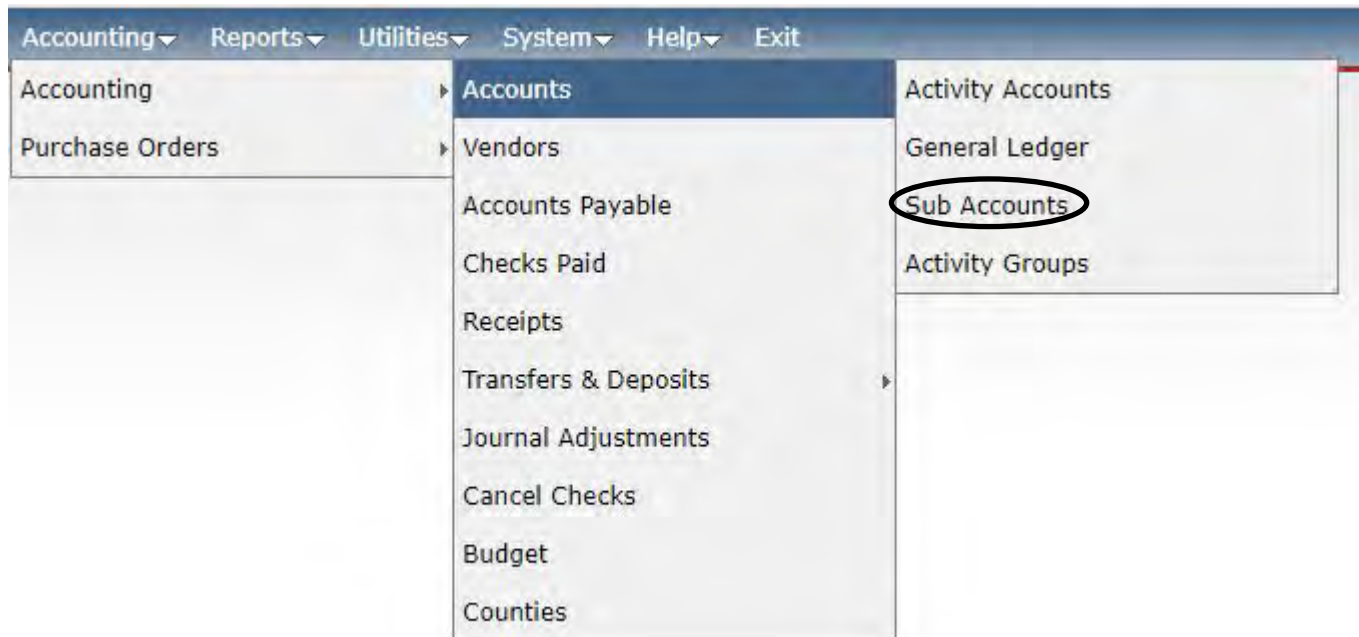
A Sub Account is a field that allows you to have a more detailed break down of your transactions. A Sub Account is not an account, but rather an additional field that is available for all accounts that are set up. You do not have to use a Sub Account. If you leave it blank it will default to '0'. However, if you are trying to track transactions across many accounts, they can be very useful. Sub Accounts do not hold money. They are simply a way of tracking funds.

### Add Sub Accounts

You may add Sub Accounts that are not already set up, such as Field Trips, Gate Receipts, etc...



Navigate to: 'Accounting/ Accounting/ Accounts/ Sub Accounts'.



The screen will automatically open to the first Sub Account in the list.

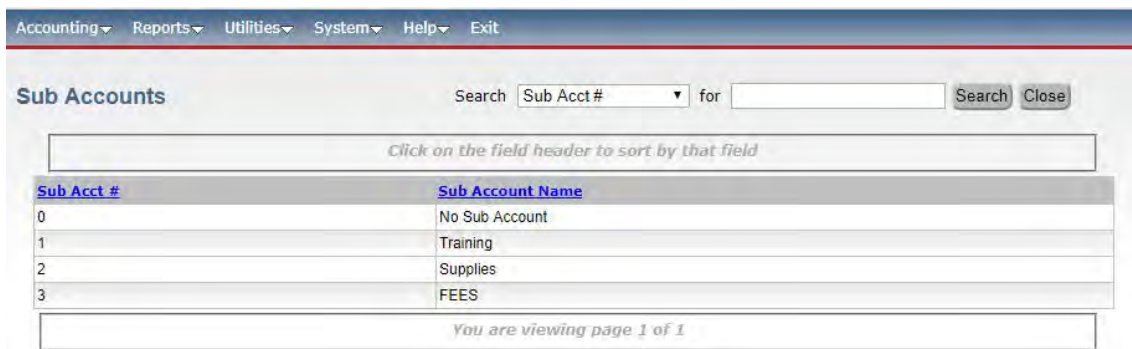
## Verify Sub Account is Not Set Up

You should first click on **<List>** to verify that a suitable Sub Account is not already set up.



The screenshot shows the 'Sub Accounts' form in a software application. At the top, there is a menu bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below the menu bar, the title 'Sub Accounts' is displayed. A row of buttons includes 'FIRST', 'PREV', 'NEXT', 'LAST', 'ADD', 'EDIT', 'DEL', 'LIST' (which is circled in red), 'CANCEL', 'SAVE', 'CLOSE', and 'SAVE-ADD ANOTHER'. Below the buttons, there are two input fields: 'Sub Account #' with the value '0' and 'Sub Account Name' with the value 'No Sub Account'. At the bottom, a note states: 'SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.'

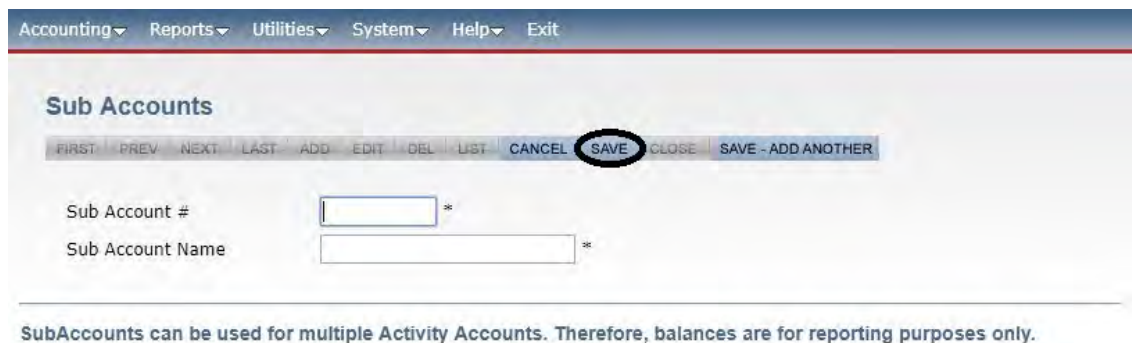
A list of valid Sub Accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending order. You can also click on the column title you want to search using the quick search box. The criteria in the box will change accordingly.



The screenshot shows the 'Sub Accounts' list view. At the top, there is a search bar with a dropdown menu set to 'Sub Acct #' and a 'Search' button. Below the search bar, there is a table with two columns: 'Sub Acct #' and 'Sub Account Name'. The table contains four rows of data: 0, No Sub Account; 1, Training; 2, Supplies; and 3, FEES. Below the table, there is a footer that says 'You are viewing page 1 of 1'.

To add a new Sub Account you must click on **<Add>**.

Enter the new Sub Account number and description. Please note, you can not use duplicate Sub Account numbers. You will get a message letting you know if the number is a duplicate. If you decide a new Sub Account is not needed, you can click on **<Cancel>**. Otherwise, click on **<Save>**. Now click on **<Close>**.



The screenshot shows the 'Sub Accounts' form in a software application. At the top, there is a menu bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below the menu bar, the title 'Sub Accounts' is displayed. A row of buttons includes 'FIRST', 'PREV', 'NEXT', 'LAST', 'ADD', 'EDIT', 'DEL', 'LIST', 'CANCEL', 'SAVE' (which is circled in red), 'CLOSE', and 'SAVE-ADD ANOTHER'. Below the buttons, there are two input fields: 'Sub Account #' and 'Sub Account Name'. At the bottom, a note states: 'SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.'

## Edit Sub Accounts

If you decide you need to edit a Sub Account, know that you are only able to edit the Sub Account name, not the number if it has been used on a transaction.



Navigate to: **'Accounting/ Accounting/ Accounts/ Sub Accounts'**

Click on **<List>** to find the Sub Account that you want to edit.

The screenshot shows the 'Sub Accounts' form. At the top is a navigation bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below this is the title 'Sub Accounts'. A row of buttons includes 'FIRST', 'PREV', 'NEXT', 'LAST', 'ADD', 'EDIT', 'DEL', 'LIST' (circled), 'CANCEL', 'SAVE', 'CLOSE', and 'SAVE-ADD ANOTHER'. Below the buttons are two input fields: 'Sub Account #' with the value '0' and 'Sub Account Name' with the value 'No Sub Account'. At the bottom, a note states: 'SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.'

Find the Sub Account in the list and click on it.

The screenshot shows the 'Sub Accounts' list view. At the top is a navigation bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below this is the title 'Sub Accounts'. A search bar contains 'Sub Acct #' and a 'Search' button. Below the search bar is a table with two columns: 'Sub Acct #' and 'Sub Account Name'. The table contains four rows: 0 (No Sub Account), 1 (Training), 2 (Supplies), and 3 (FEES). Below the table is a footer that says 'You are viewing page 1 of 1'.

The screenshot shows the 'Sub Accounts' form. At the top is a navigation bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below this is the title 'Sub Accounts'. A row of buttons includes 'FIRST', 'PREV', 'NEXT', 'LAST', 'ADD', 'EDIT' (circled), 'DEL', 'LIST', 'CANCEL', 'SAVE', 'CLOSE', and 'SAVE-ADD ANOTHER'. Below the buttons are two input fields: 'Sub Account #' with the value '0' and 'Sub Account Name' with the value 'No Sub Account'. At the bottom, a note states: 'SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.'



# Section D

## Extended Codes

Some states require additional expense or revenue codes over and above an account code and sub account code. The extended code option is used to increase the expense and revenue coding capabilities associated with each transaction for increased tracking and analysis.

The program contains default extended codes. These can be edited and changed to meet your particular needs. You can use up to ten categories of expense codes and ten categories of revenue codes. When determining how to use extended codes, you should use codes that do not change or change less frequently first. Then you should determine which codes will be constant (the same for each transaction) and which codes will change.

Examples:

FY Code - Changes once each year and is the first code required in logical sequence

Program and Site - Codes do not change and they are next in logical sequence

Source and Project - Code 3 is constant

Subject - Code occasionally changes

Function and Object - Code changes frequently

To edit extended codes, simply click on List and then Click on the Extended Code you would like to edit.

## Extended Code Reports

If you have set up your extended code groups in a logical, sequential order with those codes which do not change or change very little first and those codes that frequently change last, the Extended Code report will give you a detail summary of exactly where you've spent or received money for each extended code group.

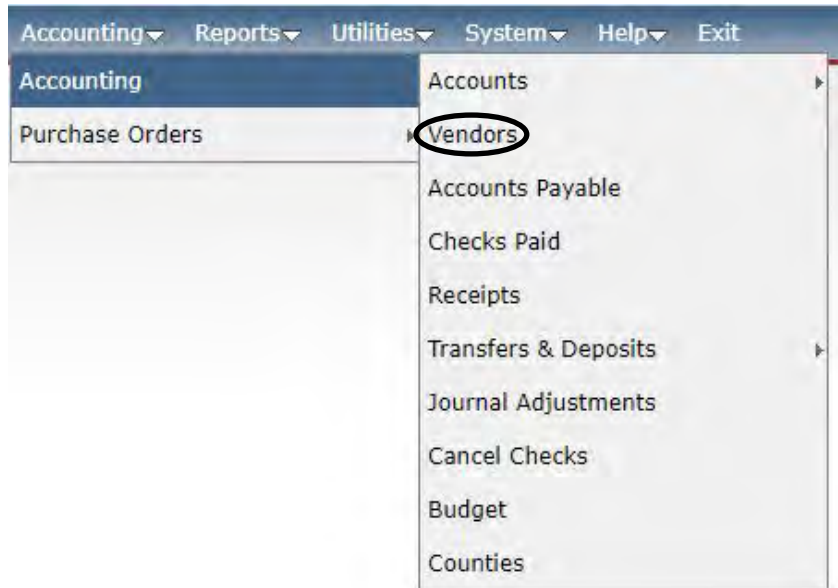
For full report options - see Section O

# Section E

## Add Vendors



Navigate to: '**Accounting/ Accounting/ Vendors**'



In EPES, vendors are people or companies that you either pay money to or receive money from on a regular basis. Essentially, they are both your vendors and customers.

A screenshot of the 'Vendors' form in a software application. The form has a header with the title 'Vendors' and a toolbar with buttons: FIRST, PREV, NEXT, LAST, ADD, EDIT, DEL, LIST, CANCEL, SAVE, CLOSE, and SAVE-ADD ANOTHER. Below the toolbar are various input fields for vendor information: Vendor Code (AAA), Vendor Name (TRIPLE A PLUMBING), Address (PO BOX 4578), Address line 2, City (BIXBY), State (OKLAHOMA), ZipCode (74008-0000), Phone, Fax, Attention, Tax ID (123456-7890), School Vend #, County ID, Bid Category, and MEMO.

### Verify that a Vendor is Not Set Up

The screen will automatically open to the first vendor in the list. You should first click on <List> to verify that the vendor is not already set up. It is very important that a vendor is only set up once in EPES.

A list of vendors that are set up will appear. You can click on the column title to sort by that column, alternating between ascending and descending order. You can also click on the column title that you want to search using the Quick Search Box. The criteria in the box will change accordingly.

Accounting - Reports - Utilities - System - Help - Exit

Vendors

Search: Vendor Code for

Click on the field header to sort by that field

Vendor Code	Vendor Name	Address	City	State	ZipCode	Phone	Tax ID	Memo	County ID
AAA	TRIPLE A PLUMBING	PO BOX 4578	BIXBY	OK	74008-0000		123456-7890		
BESTBUY	BEST BUY								
BLANK	MSC VENDORS								
BOB	BOB'S PIZZA PUB						951463872		
CHUCK	CHARLES BUS	3 E. 3RD	HOPEVILLE	AK	47464		3847483	SUB BUS DRIVER	
EPES	EPES SOFTWARE	206 N ARMSTRONG	BIXBY	OK	74008-0000		12345678		
OFFDEPOT	OFFICE DEPOT								
SAMS	SAMS CLUB								
SWANES	SWAN JONES								
W123	WILSON SPORTS								

To add a new Vendor you must click **<Add>**.

Accounting - Reports - Utilities - System - Help - Exit

Vendors

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Vendor Code

AAA \*

Vendor Name

TRIPLE A PLUMBING \*

Address

PO BOX 4578

Address line 2

City

BIXBY

State

OKLAHOMA

ZipCode

74008-0000

Phone

( ) - -

Fax

( ) - -

Attention

Tax ID

123456-7890

School Vend #

County ID

Bid Category

MEMO

## Enter the Vendor information.

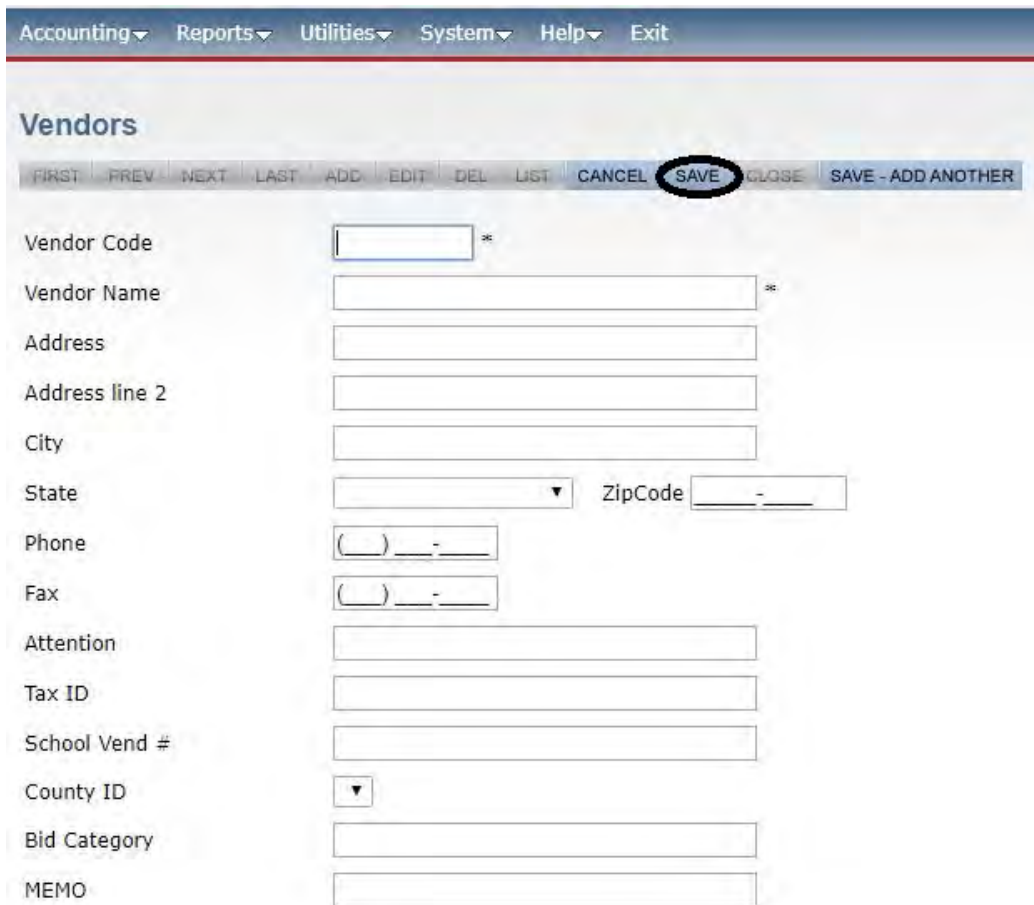
If this vendor receives a 1099, you must enter their Tax ID # or Social Security #.

The chart below can help you with filling in the fields.

	Field	What to Enter
*	Vendor Code	Short Abbreviation of Vendor Name
*	Vendor Name	Full Vendor Name
	Address	Vendor Street Address
	Address Line 2	Additional Street Address Info
	City	Vendor City
	State	Vendor State
	Zip Code	Vendor Zip Code
	Phone	Vendor Phone Number
	Fax	Vendor Fax Number
	Attn:	Your contact at the Vendor
	Tax ID	Tax Payer ID or Social Security Number
	School Vend #	Customer ID that the Vendor has assigned your school
	County ID	Tennessee Only
	Bid Category	User Discretionary Field
	Memo	Any info that will help you in the future

\* Denotes that the field that is mandatory. The Tax ID is only required if the Vendor receives a 1099.

Click **<Save>** to save the data entered. Then click **<Close>** to go back to the main menu.



Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Vendors

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL **SAVE** CLOSE SAVE - ADD ANOTHER

Vendor Code  \*

Vendor Name  \*

Address

Address line 2

City

State  ▼ ZipCode  -

Phone  ( ) -

Fax  ( ) -

Attention

Tax ID

School Vend #

County ID  ▼

Bid Category

MEMO

If this Vendor receives a 1099, you must enter their Tax ID # or Social Security #

### **Add Vendor While Entering A Payable or Check**

Please see Section F for adding a Vendor while entering a payable

### **Add Vendor While Entering a Receipt**

Please see Section H for adding a Vendor while entering a receipt.

## Edit Vendor



Navigate to: **'Accounting/ Accounting/ Vendors'**

Click on **<List>** to find the Vendor that you want to edit.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Vendors

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE-ADD-ANOTHER-

Vendor Code: AAA \*

Vendor Name: TRIPLE A PLUMBING \*

Address: PO BOX 4578

Address line 2:

City: BIXBY

State: OKLAHOMA ▼ ZipCode: 74008-0000

Phone: ( ) -

Fax: ( ) -

Attention:

Tax ID: 123456-7890

School Vend #:

County ID: ▼

Bid Category:

MEMO:

Find the Vendor in the list and click on it.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Vendors

Search: Vendor Code ▼ for  Search Close

*Click on the field header to sort by that field*

Vendor Code	Vendor Name	Address	City	State	ZipCode	Phone	Tax ID
AAA	TRIPLE A PLUMBING	PO BOX 4578	BIXBY	OK	74008-0000		123456-7890
BESTBUY	BEST BUY						
BLANK	MISC VENDORS						
BOB	BOB'S PIZZA PUB						951463872
CHUCK	CHARLES BUS	3 E. 3RD	HOPEVILLE	AK	47464		3847483
EPES	EPES SOFTWARE	206 N ARMSTRONG	BIXBY	OK	74008-0000		12345678
OFFDEPOT	OFFICE DEPOT						
SAMS	SAM'S CLUB						
SJONES	SAM JONES						
W123	WILSON SPORTS						

Click on **<Edit>** and make the changes needed. If you decide not to edit the Vendor, you can click on **<Cancel>**. Otherwise, click on **<Save>**. Now click on **<Close>**.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

**Vendors**

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER

Vendor Code

AAA \*

Vendor Name

TRIPLE A PLUMBING \*

Address

PO BOX 4578

Address line 2

City

BIXBY

State

OKLAHOMA ▼

ZipCode

74008-0000

Phone

( ) -

Fax

( ) -

Attention

Tax ID

123456-7890

School Vend #

County ID

▼

Bid Category

MEMO



## 'Blank' Vendor Code

The Vendor Code of 'Blank' with the Vendor Name of 'Misc Vendors' is to be used when you do not see the need to set up a vendor. For example, if you are writing a check to a parent or a Vendor, that you don't think you will use often, the 'Blank' Vendor allows you to do this. When using this Vendor it is mandatory that you put the name of who the check is to be written to, in the Payee field. Otherwise, the system does not know whom to write the check to. The 'Blank Vendor Code' is hard coded into the program and cannot be deleted.

Vendor Code	Vendor Name	Address	City	State	ZipCode	Phone	Tax ID
AAA	TRIPLE A PLUMBING	PO BOX 4578	BIXBY	OK	74008-0000		123456-7890
BESTBUY	BEST BUY						
BLANK	MISC VENDORS						
BOB	BOB'S PIZZA PUB						951463872

## 1099 Information

Most Districts are required to send a 1099-Misc tax form to any Vendor that is collectively paid over \$600 per calendar year for goods or services. (Employees are not 1099 Vendors unless contracted for other services). The system can track information for the tax form, and allow the district to consolidate the data for all schools. It is important that you put the Tax ID or Social Security Number in, when entering a Vendor. If you enter a Tax ID Number on the Vendor page, it will flow to the Accounts Payable and Checks Paid pages.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Vendors

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE GOOSE SAVE - ADD ANOTHER

Vendor Code  \*

Vendor Name  \*

Address

Address line 2

City

State  ZipCode

Phone

Fax

Attention

Tax ID

School Vend #

County ID

Bid Category

MEMO



# Section F

## Enter Disbursements and Payables

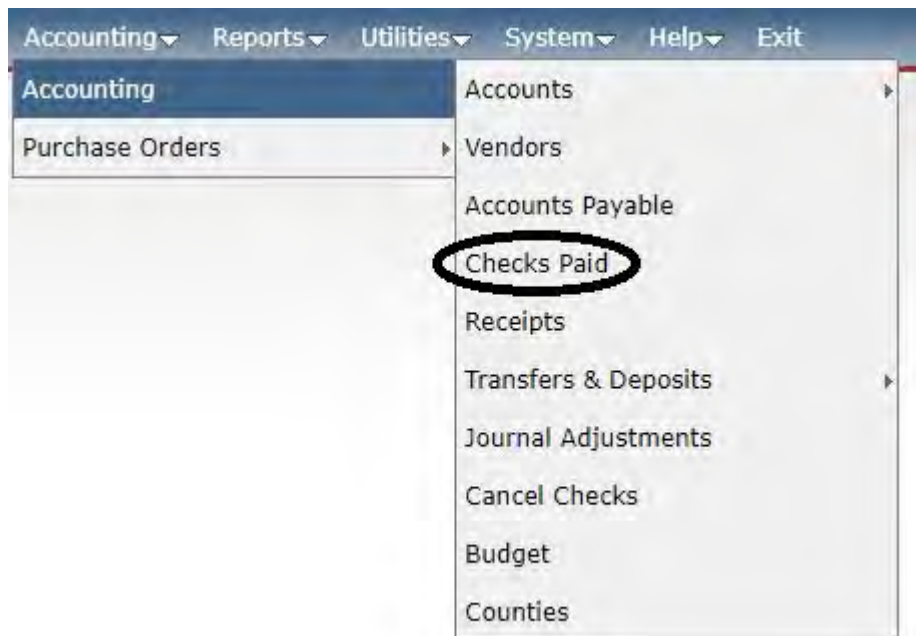
### Disbursements for Manual Checks

You want to manually add disbursements when a vendor is being paid with a manually prepared check.

#### Add Disbursements



Navigate to: '**Accounting/ Accounting/ Checks Paid**'



Click on **<Add>**.

Accounting Reports Utilities System Help Exit

### Checks Paid

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Check #: 3210 Date: 05/10/2017 GL Acct: 992 - CHECKING Closed: No

Vendor ID: BOB Vendor Name: BOB'S PIZZA PUB Date Cancelled:

Payee: BOB'S PIZZA PUB Date Voided:

Total Amount: \$50.00

---

Add Line Item Save Total Amount: \$50.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	110 - UTILITIES	1 - Training	\$50.00	\$0.00	\$387.43	154		TRAINING	<input checked="" type="checkbox"/>

Void this Check

Enter the check number. Enter the date of the check. Enter the 'Vendor' ID of the vendor you wrote a check to.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Checks Paid

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Check #: 3210 Date: 05/10/2017 GL Acct: 992 - CHECKING Closed: No

Vendor ID: BOB Vendor Name: BOB'S PIZZA PUB Date Cancelled:

Payee: BOB'S PIZZA PUB Date Voided:

Total Amount: \$50.00

Add Line Item Save Total Amount: \$50.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	110 - UTILITIES	1 - Training	\$50.00	\$0.00	\$387.43	154		TRAINING	

Void this Check

### Adding a Vendor While Entering a Manual Disbursement

Enter a Vendor Code in the 'Vendor' box.

### Checks Paid

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Check #: 3211 Date: 07/26/2017 GL Acct: 992 - CHECKING Closed: No

Vendor ID: STARBUCKS Vendor Name: MISC VENDORS Date Cancelled:

Date Voided:

Total Amount: \$0.00

**Vendor Not Found**

Would you like to add this vendor?

Yes No

A box will pop up asking you if you would like to add the vendor. Click on <Yes>.

The vendor box will pop up.

New Vendor	
Vendor Code	STARBUCKS *
Vendor Name	*
Address	
Address line 2	
City	
State	Select an Option
ZipCode	-
Phone	( ) - - Fax ( ) - -
Attention	
Tax ID	
School Vend #	
County ID	Select an Option
Bid Category	
MEMO	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Add the vendor information and click **<Save>**.

New Vendor	
Vendor Code	STARBUCKS *
Vendor Name	*
Address	
Address line 2	
City	
State	Select an Option
ZipCode	-
Phone	( ) - - Fax ( ) - -
Attention	
Tax ID	
School Vend #	
County ID	Select an Option
Bid Category	
MEMO	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Click on <Add Line Item>.

**Checks Paid**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Check #: 3211 Date: 07/27/2017 GL Acct: 992 - CHECKING Closed ☐ No

Vendor ID: BLANK Vendor Name: MISC VENDOR Date Cancelled:

Payee:  Date Voided:

Total Amount: \$0.00

**Add Line Item** Save Total Amount: \$0.00

There are no line items yet. Click 'Add Line Item'.

Enter the check information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, the '1099' vendor box must be checked. If you put the Tax ID in when you set up the vendor, this box should automatically be checked.

**Checks Paid**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Check #: 3211 Date: 07/27/2017 GL Acct: 992 - CHECKING Closed ☐ No

Vendor ID: BOB Vendor Name: BOB'S PIZZA PUB Date Cancelled:

Payee: BOB'S PIZZA PUB Date Voided:

Total Amount: \$125.00

**Add Line Item** Save Total Amount: \$125.00

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
100 - GENERAL FU...	1 - Training	\$125.00	\$0.00	\$2,591.27				<input checked="" type="checkbox"/>
Select Activity Acc...	0 - No Sub Ac...	\$0.00	\$0.00	\$0.00				<input checked="" type="checkbox"/>

Click on <Save>

**Checks Paid**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL **SAVE** CLOSE SAVE - ADD ANOTHER

Check #: 3211 Date: 07/27/2017 GL Acct: 992 - CHECKING Closed ☐ No

Vendor ID: BOB Vendor Name: BOB'S PIZZA PUB Date Cancelled:

Payee: BOB'S PIZZA PUB Date Voided:

Total Amount: \$125.00

**Add Line Item** Save Total Amount: \$125.00

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
100 - GENERAL FU...	1 - Training	\$125.00	\$0.00	\$2,591.27				<input checked="" type="checkbox"/>
Select Activity Acc...	0 - No Sub Ac...	\$0.00	\$0.00	\$0.00				<input checked="" type="checkbox"/>

## Edit Disbursements



Navigate to: '**Accounting/ Accounting/ Checks Paid**'.

Click on **<List>** to find the disbursement that you want to edit.

Accounting Reports Utilities System Help Exit

### Checks Paid

FIRST PREV NEXT LAST ADD EDIT **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER

Check #: 3211 Date: 07/26/2017 GL Acct: 992 - CHECKING Closed: No

Vendor ID: BLANK Vendor Name: MISC VENDORS Date Cancelled:

Payee: Total Amount: \$0.00

Add Line Item Save Total Amount: \$0.00

There are no line items yet. Click 'Add Line Item'.

Void this Check

Find the disbursement in the list and click on it.

Accounting Reports Utilities System Help Exit

### Checks

Search: Check # for with Status Any Search

Click on the field header to sort by that field

Check #	Vendor	Payee	Amount	Ck Date	GL	Cancelled	Closed
197	EPES	EPES SOFTWARE	\$10.00	07/24/2015	992	07/28/2016	No
197	EPES	EPES SOFTWARE	(\$10.00)	07/28/2016	992	07/28/2016	No
198	OFFDEPOT	OFFICE DEPOT	\$38.25	08/11/2015	992	07/31/2016	No
198	SAMS	SAM'S CLUB	\$100.00	08/11/2015	992	04/30/2017	No
199	BOB	BOB'S PIZZA PUB	\$125.00	08/11/2016	992		No
215	EPES	EPES SOFTWARE	\$14.00	07/28/2016	992		No
216	SJONES	SAM JONES	\$15.00	07/28/2016	992	04/30/2017	No
3210	BOB	BOB'S PIZZA PUB	\$50.00	05/10/2017	992		No
3211	BLANK		\$0.00	07/26/2017	992		No
3211	BLANK		\$0.00	07/27/2017	992		No

Clicking on the column headings will sort the column.

Click **<Edit>** and make the necessary changes and click **<Save>** when done.



## Voiding Checks

Click on **<Void this Check>** to void the disbursement.

Accounting Reports Utilities System Help Exit

**Checks Paid**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER

Check #: 3210 Date: 05/10/2017 GL Acct: 992 - CHECKING Closed: No

Vendor ID: BOB Vendor Name: BOB'S PIZZA PUB Date Cancelled:

Payee: BOB'S PIZZA PUB Date Voided:

Total Amount: \$50.00

Add Line Item Save Total Amount: \$50.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Details	110 - UTILITIES	1 - Training	\$50.00	\$0.00	\$387.43	154		TRAINING	

**Void this Check**

A box will pop up, allowing you to put in a brief reason as to why you are voiding the check. Type in your reason, and click on **<Continue>** to void. Click **<Cancel Void>** should you decide not to void the disbursement. When voiding a check you should always use the current date if you have already reconciled the month of the original check.

**Reason for Voiding This Check (Optional)**

Void Reason:

Void Date: 07/27/2017

Continue Cancel Void

The system will automatically credit the account that was originally used when the check was issued. Voiding a check will create a negative (reversal) entry of the original check.

**We do not recommend voids for customers in Indiana. Gateway regulations make this feature not an available option.**

# Payables - Checks to be Printed

## Add Payable



Navigate to: 'Accounting/ Accounting/ Accounts Payable'.



Click on <Add>.

The screenshot shows the 'Accounts Payable' form. The 'ADD' button is circled in red. The form contains the following fields: G/L Account: 995 - SCHOLARSHIP, C/A: \$2,336.25, Date: 06/05/2017, Pay This: ☒, Vendor ID: CHUCK, Vendor Name: CHARLES BUS, Payee: CHARLES BUS. Below the fields is a table with columns: Acct., Sub Acct., Amount, P.O.#, Invoice, Notes, Tax Amt., and 1099. The table has two rows: 300 ATHLETICS, No Sub Account, \$130.00, 19, TOURNAMENT, \$0.00, and 300 ATHLETICS, No Sub Account, \$33.75, 19, TABLES, \$0.00. The Total Amount is \$163.75.

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	No Sub Account	\$130.00	19		TOURNAMENT	\$0.00	<input checked="" type="checkbox"/>
300 ATHLETICS	No Sub Account	\$33.75	19		TABLES	\$0.00	<input checked="" type="checkbox"/>

Enter the 'Vendor ID' of the vendor you owe money.

The screenshot shows the 'Accounts Payable' form. The 'Vendor ID' field, containing 'CHUCK', is circled in red. The form contains the following fields: G/L Account: 995 - SCHOLARSHIP, C/A: \$2,336.25, Date: 06/05/2017, Pay This: ☒, Vendor ID: CHUCK, Vendor Name: CHARLES BUS, Payee: CHARLES BUS. Below the fields is a table with columns: Acct., Sub Acct., Amount, P.O.#, Invoice, Notes, Tax Amt., and 1099. The table has two rows: 300 ATHLETICS, No Sub Account, \$130.00, 19, TOURNAMENT, \$0.00, and 300 ATHLETICS, No Sub Account, \$33.75, 19, TABLES, \$0.00. The Total Amount is \$163.75.

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	No Sub Account	\$130.00	19		TOURNAMENT	\$0.00	<input checked="" type="checkbox"/>
300 ATHLETICS	No Sub Account	\$33.75	19		TABLES	\$0.00	<input checked="" type="checkbox"/>

## Adding a Vendor While Entering a Payable

Enter a Vendor Code in the 'Vendor ID' box.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER

G/L Account: 995 - SCHOLARSHIP C/A: \$2,336.25 Date: 06/05/2017 Pay This: ☒

Vendor ID: **CHUCK** Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Add Line Item Working Bal: Total Amount: \$163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	\$130.00	19		TOURNAMENT	\$0.00	<input checked="" type="checkbox"/>
300 ATHLETICS	0 No Sub Account	\$33.75	19		TABLES	\$0.00	<input checked="" type="checkbox"/>

A box will pop up asking you if you would like to add the vendor. Click on **<Yes>**.

Vendor Not Found

Would you like to add this vendor?

**Yes** No

The vendor box will pop up.

### New Vendor

Vendor Code POWELL \*

Vendor Name \*

Address

Address line 2

City

State Select an Option

ZipCode -

Phone ( ) - - Fax ( ) - -

Attention

Tax ID

School Vend #

County ID Select an Option

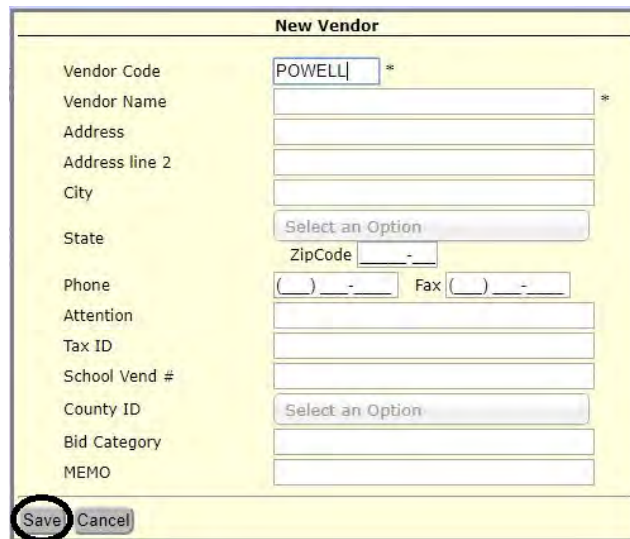
Bid Category

MEMO

Save Cancel



Add the vendor information and click **<Save>** .

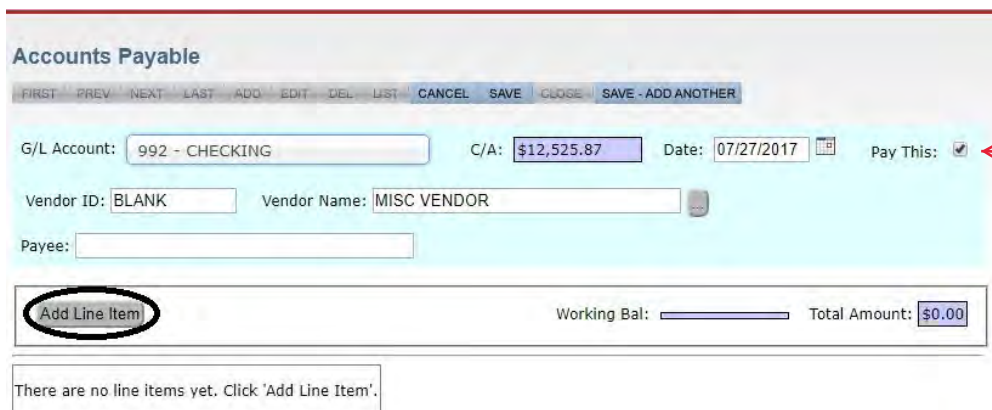


The 'New Vendor' form contains the following fields:

- Vendor Code: POWELL \*
- Vendor Name: \*
- Address: \*
- Address line 2: \*
- City: \*
- State: Select an Option
- ZipCode: -
- Phone: ( ) - - Fax: ( ) - -
- Attention: \*
- Tax ID: \*
- School Vend #: \*
- County ID: Select an Option
- Bid Category: \*
- MEMO: \*

Buttons: Save, Cancel

Click on **<Add Line Item>**.



The 'Accounts Payable' form contains the following fields:

- G/L Account: 992 - CHECKING
- C/A: \$12,525.87
- Date: 07/27/2017
- Pay This: ☒
- Vendor ID: BLANK
- Vendor Name: MISC VENDOR
- Payee: \*

Buttons: FIRST, PREV, NEXT, LAST, ADD, EDIT, DEL, LIST, CANCEL, SAVE, CLOSE, SAVE - ADD ANOTHER

Buttons: Add Line Item, Working Bal: , Total Amount: \$0.00

There are no line items yet. Click 'Add Line Item'.

Uncheck this box if you do not want the check to print in the next check run. You will have to check it when you finally want to print. See Section G.

Enter the payable information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. Fill in the 'PO #' if there was a PO created for this payable. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, then the '1099' box must be checked. If you put the Tax ID in when you set up the vendor, then this box should automatically be checked.

Accounts Payable Changes will not be saved

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

G/L Account: 992 - CHECKING C/A: \$12,525.87 Date: 07/27/2017 Pay This: ☒

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Add Line Item Working Bal: Total Amount: \$75.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
<input checked="" type="checkbox"/>	100 GENERAL FUNDS	2 Supplies	\$75.00				\$0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Select Activity Acc...	0 - No Sub Ac...	\$0.00				\$0.00	<input checked="" type="checkbox"/>

Repeat to add additional lines. There is a line limit of 14 lines per payable. **If your payable is more than 14 lines, it will automatically create a new payable with the same vendor, date, etc.**

Accounts Payable Changes will not be saved

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

G/L Account: 992 - CHECKING C/A: \$12,525.87 Date: 07/27/2017 Pay This: ☒

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Add Line Item Working Bal: Total Amount: \$75.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
<input checked="" type="checkbox"/>	100 GENERAL FUNDS	2 Supplies	\$75.00				\$0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Select Activity Acc...	0 - No Sub Ac...	\$0.00				\$0.00	<input checked="" type="checkbox"/>

Once you have entered all your information, click on <Save>. Then click on <Close>.

Accounts Payable Changes will not be saved

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL **SAVE** CLOSE SAVE - ADD ANOTHER

G/L Account: 992 - CHECKING C/A: \$12,590.87 Date: 08/01/2017 Pay This: ☒

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Add Line Item Working Bal: \$387.43 Total Amount: \$325.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
<input checked="" type="checkbox"/>	110 - UTILITIES	3 - FEES	\$25.00				\$0.00	<input checked="" type="checkbox"/>

## Edit Payables



Navigate to: 'Accounting/ Accounting/ Accounts Payable'.

Click on <List> to find the payable you want to edit.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER

G/L Account: 995 - SCHOLARSHIP C/A: \$2,336.25 Date: 06/05/2017 Pay This: ☒

Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Add Line Item Working Bal: Total Amount: \$163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	\$130.00	19		TOURNAMENT	\$0.00	<input checked="" type="checkbox"/>
300 ATHLETICS	0 No Sub Account	\$33.75	19		TABLES	\$0.00	<input checked="" type="checkbox"/>

Find the payable in the list and click on it.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Accounts Payable

Search Date ▾ for Search Close

Click on the field header to sort by that field

Date	GL Account	Payee	Check Total	Pay
07/01/2016	992	CHARLES BUS	\$130.00	True
07/01/2016	992	JACKIE	\$20.00	False
07/01/2016	992	HOLLY	\$25.00	False
07/01/2016	992	CHARLES BUS	\$15.00	False
06/05/2017	995	CHARLES BUS	\$163.75	True
08/01/2017	992	EPES SOFTWARE	\$25.00	True

Click on <Edit> and make the changes needed. If you decide not to edit the payable, you can click on <Cancel>. Otherwise, click on <Save>. Now click on <Close>.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER

G/L Account: 992 - CHECKING C/A: \$12,565.87 Date: 08/01/2017 Pay This: ☒

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Add Line Item Working Bal: \$362.43 Total Amount: \$25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	\$25.00				\$0.00	<input checked="" type="checkbox"/>

## Delete Payable



Navigate to: 'Accounting/ Accounting/ Accounts Payable'.

Click on **<List>** to find the payable that you want to delete.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD EDIT **DEL** **LIST** CANCEL SAVE CLOSE SAVE-ADD-ANOTHER

G/L Account: 995 - SCHOLARSHIP C/A: \$2,336.25 Date: 06/05/2017 Pay This: ☒

Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Add Line Item Working Bal: Total Amount: \$163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	\$130.00	19		TOURNAMENT	\$0.00	<input checked="" type="checkbox"/>
300 ATHLETICS	0 No Sub Account	\$33.75	19		TABLES	\$0.00	<input checked="" type="checkbox"/>

Find the payable in the list and click on it.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Accounts Payable

Search Date▼ for Search Close

Click on the field header to sort by that field

Date	GL Account	Payee	Check Total	Pay
07/01/2016	992	CHARLES BUS	\$130.00	True
07/01/2016	992	JACKIE	\$20.00	False
07/01/2016	992	HOLLY	\$25.00	False
07/01/2016	992	CHARLES BUS	\$15.00	False
06/05/2017	995	CHARLES BUS	\$163.75	True
08/01/2017	992	EPES SOFTWARE	\$25.00	True

Click on **<Del>** to delete the payable.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD EDIT **DEL** LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER

G/L Account: 992 - CHECKING C/A: \$12,565.87 Date: 08/01/2017 Pay This: ☒

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Add Line Item Working Bal: \$362.43 Total Amount: \$25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	\$25.00				\$0.00	<input checked="" type="checkbox"/>

A box will pop up to verify that you really want to delete this record. Click **<OK>** to delete. Click **<Cancel>**.



## **Void Payable**

After a payable has been printed, and you need to void the check, go to Void Disbursement in the Manual Checks section of this manual (Section F).



# Section G

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

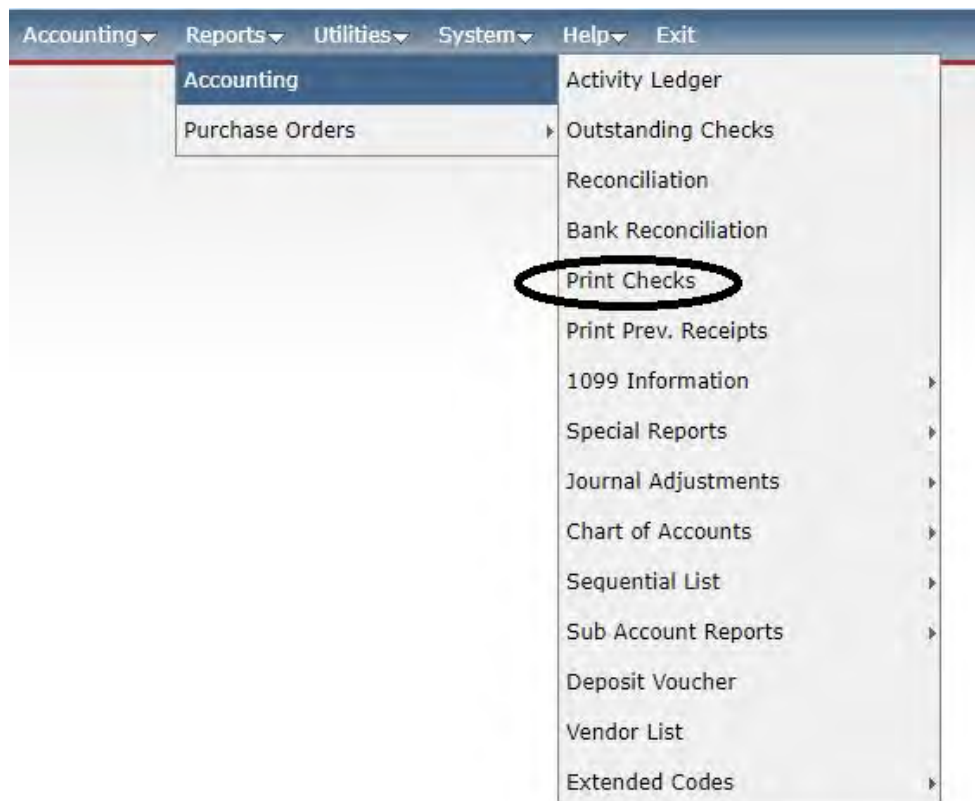
## Printing Checks

This section takes the information that has been input into the Accounts Payable section and prints checks.

### Preview Checks



Navigate to: **'Reports/ Accounting/ Print Checks'**.



This box will appear. Always choose to preview the checks before printing.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Print Checks

**Preview** Print & Post Close

*NOTE: Please use the "Close" button when leaving this screen*

**This option prints all Payables marked: [X] Pay This**

Print Checks with Payable Dates Through: **08/01/2017**

Checking Acct: **992 - CHECKING ▾**

Next Check #: **3211**

Date to Print on Checks: **08/01/2017**

☐ Combine Checks for Same Vendor

☐ Post Checks WITHOUT Printing

Print Checks

Reports\_PrintChecks\_MSR.aspx 1 / 2

8/1/2017

\$130.00

ONE HUNDRED THIRTY AND NO/100 \*\*\*\*\*

Pay to: CHARLES BUS  
3 E. 3RD  
HOPEVILLE, AK, 47464

Check#	Account	Acct#	Sub Acct#	Description	Amount	Invoice	Date:	PO#
3211	ATHLETICS	300	0	HIGH SCHOOL TOURNAMENT	\$130.00	19	08/01/2017	

Pay to: CHARLES BUS  
3 E. 3RD  
HOPEVILLE, AK, 47464

Check#	Account	Acct#	Sub Acct#	Description	Amount	Invoice	Date:	PO#
3211	ATHLETICS	300	0	HIGH SCHOOL TOURNAMENT	\$130.00	19	08/01/2017	

A preview of all the checks that are going to print will come up on the screen. You should look through the report to make sure that everything looks right. There will be a page for every check. If everything is correct, then proceed to printing the checks. Do not print checks from this page as preview only will print on check.

To change your printing preferences for checks, click on <Utilities> then click on <Preferences>, then click on <Checks>. After making your changes click <Save & Close>.

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts **Checks** Transfers Extended Codes PO Preferences 1099 Forms

**Maximum Check Amt** 9,999,999.00

**Allow Checks to Leave a Negative Balance?**  
☐ No ☒ Yes

**Last Check No** 3210

**Default Checking Acct** 992 - CHECKING ▼

**Print Options**  
☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

**Check Type**  
☐ Stub - Check - Stub ☒ Check - Stub - Stub

## Holding Checks from Payment

There are two ways to hold a check from printing. All payables with the 'Pay This' box checked and a payable date equal to or before the current date, will print the check run. If you want to enter a payable in advance, but do not want the check to print, you can uncheck this box or specify a future date for the check.

**Accounts Payable**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER

G/L Account: 995 - SCHOLARSHIP C/A: \$2,336.25 Date: 06/05/2017 **Pay This:** ☒

Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Add Line Item Working Bal: Total Amount: \$163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	\$130.00	19		TOURNAMENT	\$0.00	<input checked="" type="checkbox"/>
300 ATHLETICS	0 No Sub Account	\$33.75	19		TABLES	\$0.00	<input checked="" type="checkbox"/>

If you have already entered the Payable you need to go back to the Payable and edit it.





Navigate to: '**Accounting/ Accounting/ Accounts Payable**'.

Click on **<List>** to find the payable that you want to edit.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER

G/L Account: 995 - SCHOLARSHIP C/A: \$2,336.25 Date: 06/05/2017 Pay This: ☒

Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Add Line Item Working Bal: Total Amount: \$163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	\$130.00	19		TOURNAMENT	\$0.00	<input checked="" type="checkbox"/>
300 ATHLETICS	0 No Sub Account	\$33.75	19		TABLES	\$0.00	<input checked="" type="checkbox"/>

Click on the payable that you want to set not to pay.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Accounts Payable

Search Date▼ for Search Close

Click on the field header to sort by that field

Date	Gl Account	Payee	Check Total	Pay
07/01/2016	992	CHARLES BUS	\$130.00	True
07/01/2016	992	JACKIE	\$20.00	False
07/01/2016	992	HOLLY	\$25.00	False
07/01/2016	992	CHARLES BUS	\$15.00	False
06/05/2017	995	CHARLES BUS	\$163.75	True
08/01/2017	992	EPES SOFTWARE	\$25.00	True

The payable will appear. In order to change it you must first click on **<Edit>**.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER

G/L Account: 992 - CHECKING C/A: \$12,590.87 Date: 08/01/2017 Pay This: ☒

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Add Line Item Working Bal: \$362.43 Total Amount: \$25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	\$25.00				\$0.00	<input checked="" type="checkbox"/>

Uncheck the 'Pay This' box if you do not want the check to print. You will have to check the box again when you do want it to pay. Click on **<Save>**. Then, click on **<Close>**.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Accounts Payable

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER

G/L Account: 992 - CHECKING C/A: \$12,565.87 Date: 08/01/2017 **Pay This: ☒**

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Add Line Item Working Bal: \$362.43 Total Amount: \$25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	\$25.00				\$0.00	<input checked="" type="checkbox"/>

Another way to enter a check, and not have it print, is to post date it. You are able to have a payable in the system with a future date. If the 'print checks with payable dates thru' does not include the date of the payable, it will not print.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Print Checks

Preview Print & Post Close

*NOTE: Please use the "Close" button when leaving this screen*

**This option prints all Payables marked: [X] Pay This**

**Print Checks with Payable Dates Through: 08/01/2017**

Checking Acct: 992 - CHECKING ▼

Next Check #: 3211

Date to Print on Checks: 08/01/2017

☐ Print check Numbers on checks  
☐ Combine Checks for Same Vendor  
☐ Post Checks WITHOUT Printing

## Print Checks

In order to print you must first put your pre-numbered check stock in your printer.



Navigate to: **'Reports/ Accounting/ Print Checks'**.

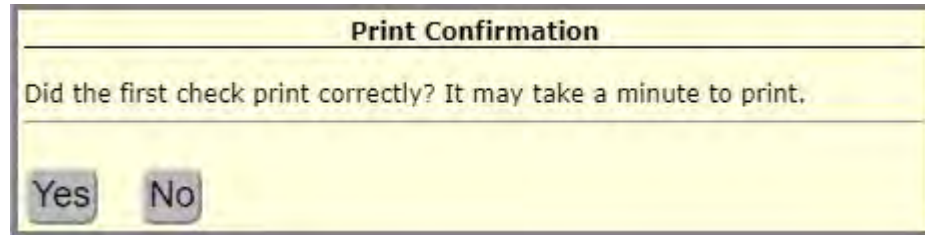


This box will appear. Enter the 'Next Check #' which should be the number of the first check you are about to print. Enter the date to print on the checks. If you want payables to the same vendor to print on one check, you must check the appropriate box. Please, keep in mind, that if you used the 'Blank; vendor, you cannot combine the checks.

A screenshot of the 'Print Checks' dialog box. At the top, there are buttons for 'Preview', 'Print & Post' (circled in black), and 'Close'. Below these buttons is a red note: 'NOTE: Please use the "Close" button when leaving this screen'. The main section of the dialog box contains the following fields and options:

- This option prints all Payables marked: [X] Pay This**
- Print Checks with Payable Dates Through:** 08/01/2017
- Checking Acct:** 992 - CHECKING
- Next Check #:** 3211
- Date to Print on Checks:** 08/01/2017
- ☐ **Combine Checks for Same Vendor**
- ☐ **Post Checks WITHOUT Printing**

The system will print only the first check, and then ask you if it printed properly. If you had a problem with the check printing, please click on **<No>**, and then see the box below. Otherwise, click on **<Yes>**.

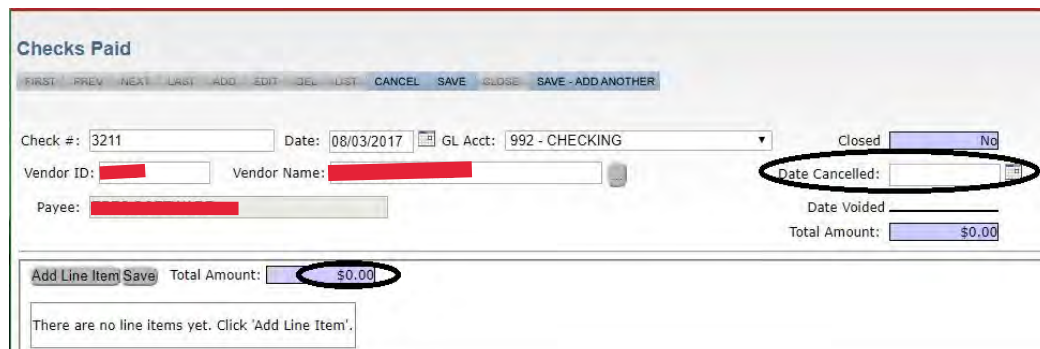


A yellow dialog box titled "Print Confirmation". It contains the text "Did the first check print correctly? It may take a minute to print." Below the text are two buttons: "Yes" and "No".

Now, it will print the rest of the checks and then it will ask if all the checks printed properly. If you had a problem with any checks printing, please click on **<No>** and then see the box below. Otherwise, click on **<Yes>**.

### **If a Check Does Not Print Properly**

If you answer 'No' the system proceeds as if the check(s) never printed. The payable will not be moved over to 'Checks Paid'. If a check does not print properly, you will have to account for the check number(s) that were ruined. In order to do this, you will have to enter the check(s) as a manual disbursement with a \$0 amount under 'Checks Paid'. In the 'Date Canceled' field enter the same date that you used for the check. See Section F for more details on how to enter a manual disbursement or Section L for more information on how to cancel checks. The disbursement should look something like this:



A screenshot of the "Checks Paid" screen in a software application. The screen has a header bar with navigation buttons: FIRST, PREV, NEXT, LAST, ADD, EDIT, DEL, and a dropdown menu. Below the header, there are fields for "Check #:" (3211), "Date:" (08/03/2017), and "GL Acct:" (992 - CHECKING). To the right of these fields are "Closed" (No) and "Date Cancelled:" (empty). Below the "Date Cancelled:" field is "Date Voided:" (empty). At the bottom, there is a "Total Amount:" field showing "\$0.00". The "Add Line Item" button is highlighted. A message at the bottom says "There are no line items yet. Click 'Add Line Item'."

# Section H

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

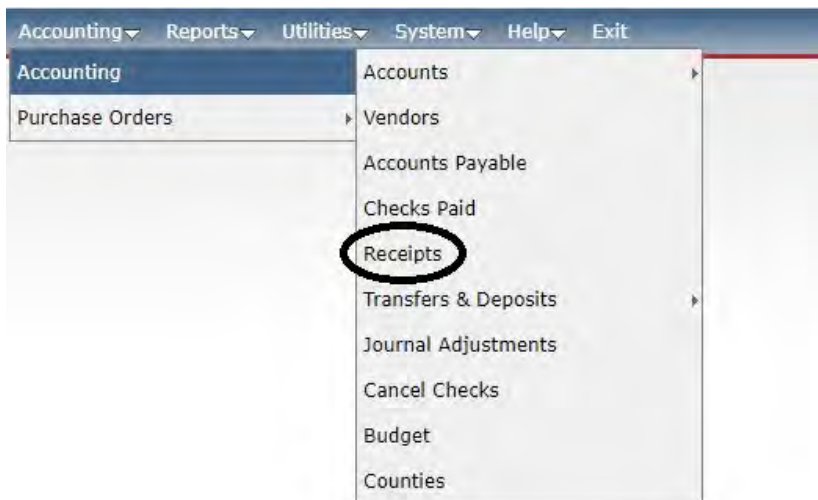
## Enter Receipts

Receipts need to be entered when you receive money from a vendor. You can manually write the person out a receipt from a receipt book or enter it into EPES directly. If you enter it into EPES directly, you can have EPES print out a receipt while the vendor is waiting.

### Entering Receipts



Navigate to: **'Accounting/ Accounting/ Receipts'**



Click on <Add> to enter a new receipt.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Receipts

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER Print This Receipt Void this Receipt

Receipt #: 86 Date: 08/08/2016 GL Account: 991 - Cash On Hand Printed: No Posted From:

Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:

Individual: JAKE

Receipt Total: \$15.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	\$15.00	\$0.00	TSHIRT	Cash



If you manually wrote out a receipt, enter the receipt number from your receipt book. If you are entering a receipt directly into EPES and printing the receipt, the program will automatically increase the receipt number. The 'Rcvd From' should be the vendor code for the vendor that paid you.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 86 Date: 08/08/2016 GL Account: 991 - Cash On Hand Printed: No Posted From:

Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:

Individual: JAKE

Add Line Item Receipt Total: \$15.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	\$15.00	\$0.00	TSHIRT	Cash

### **Adding a Vendor While Entering a Receipt**

Enter a Vendor Code in the 'Rcvd From' box.

Changes will not be saved until you click save.

### Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 87 Date: 07/24/2017 GL Account: 991 - Cash On ... Printed: No Posted From:

Rcvd From: BLANK Vendor Name: MISC VENDOR Closed: No Void Date:

Individual:

Add Line Item Receipt Total: \$0.00

A box will pop up, asking if you would like to add the Vendor. Click on <Yes>.

Changes will not be saved until you click save.

### Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 88 Date: 07/24/2017 GL Account: 991 - Cash On ... Printed: No Posted From:

Rcvd From: CITYPDX Vendor Name: MISC VENDOR Closed: No Void Date:

**Vendor Not Found**

Would you like to add this vendor?

☒ Yes ☐ No

Receipt Total: \$0.00

The Vendor box will pop up.

New Vendor	
Vendor Code	<input type="text" value="CITYPDX"/> *
Vendor Name	<input type="text"/> *
Address	<input type="text"/>
Address line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select an Option"/>
ZipCode	<input type="text" value="___ - ___"/>
Phone	<input type="text" value="( ) ___ - ___"/> Fax <input type="text" value="( ) ___ - ___"/>
Attention	<input type="text"/>
Tax ID	<input type="text"/>
School Vend #	<input type="text"/>
County ID	<input type="text" value="Select an Option"/>
Bid Category	<input type="text"/>
MEMO	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Add the vendor information and click **<Save>**

New Vendor	
Vendor Code	<input type="text" value="CITYPDX"/> *
Vendor Name	<input type="text"/> *
Address	<input type="text"/>
Address line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select an Option"/>
ZipCode	<input type="text" value="___ - ___"/>
Phone	<input type="text" value="( ) ___ - ___"/> Fax <input type="text" value="( ) ___ - ___"/>
Attention	<input type="text"/>
Tax ID	<input type="text"/>
School Vend #	<input type="text"/>
County ID	<input type="text" value="Select an Option"/>
Bid Category	<input type="text"/>
MEMO	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>



We recommend you receive money into the 991 Cash on Hand G.L. Account. However, you may receipt money into any of the G.L. Accounts (Please see Section I - Bank Deposits for an explanation). Make sure that the date is the day the receipt was written. Click on **<Add Line Item>** to enter the details of the money received.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 86 Date: 08/08/2016 GL Account: 991 - Cash On Hand Printed: No Posted From:   
 Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:   
 Individual: JAKE

**Add Line Item** Receipt Total: \$15.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	\$15.00	\$0.00	TSHIRT	Cash

Fill in the info for the account that the money is to be deposited to. Use a Sub Account if appropriate. Do not forget to choose the correct form of payment. Add as many line items as desired. **The program will generate a new receipt each time you exceed 5 line items**, as that is the maximum that can print on one page. Once you entered all the data, click on **<Save>**.

Receipts Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL **SAVE** CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 88 Date: 07/24/2017 GL Account: 991 - Cash On ... Printed: No Posted From:   
 Rcvd From: EPES Vendor Name: EPES SOFTWARE Closed: No Void Date:   
 Individual: EPES SOFTWARE

**Add Line Item** Receipt Total: \$0.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	Select Activity Acc...	0 - No Sub Ac...	\$0.00	\$0.00		<b>C - Cash</b>

It is important to remember to choose the payment type.  
 C = Cash  
 K = Check  
 E = Electronic Transfer  
 R = Credit Card  
 M = Money Order  
 O = Other

## Edit Receipts



Navigate to: **'Accounting/ Accounting/ Receipts'**

Click on **<List>** to find the receipt that you want to edit.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Receipts

FIRST PREV NEXT LAST ADD EDIT **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 86 Date: 08/08/2016 GL Account: 991 - Cash On Hand Printed: No Posted From:   
Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:   
Individual: JAKE

Add Line Item Receipt Total: \$15.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	\$15.00	\$0.00	TSHIRT	Cash

Find the receipt in the list and click on it.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Receipt List

Search Date ▾ for Search Close

Click on the field header to sort by that field

Date	Receipt #	Individual	Amount	GL Acct #	GL Acct Name	Closed	Printed
07/28/2016	85	SAM'S CLUB	\$180.00	991	Cash On Hand	No	No
08/08/2016	86	JAKE	\$15.00	991	Cash On Hand	No	No
07/24/2017	87	EPES SOFTWARE	\$25.00	991	Cash On Hand	No	No

Click on **<Edit>** and make the changes needed. To edit the line item information you must click on the pencil. Once changes are made you can click on **<Save>**. If you decide not to edit the receipt you can click on **<Cancel>**. Then click on **<Close>**

Receipts Changes will not be saved until you click

FIRST PREV NEXT LAST ADD EDIT **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 6 Date: 11/19/2015 GL Account: 991 - Cash On... Printed: No Posted From:   
Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:   
Individual: JACKIE

Add Line Item Receipt Total: \$25.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
300 ATHLETICS	0 No Sub Account	\$25.00	\$0.00		Cash	

## Print Receipts

The receipt is a 3 part form. You can set the receipt to automatically print by going to the "Utilities" section, "Preferences," select receipts tab, and selecting "Print Receipts while Adding." If you select this option the receipt will automatically print each time you save a new entry. Be sure you have your receipt forms loaded into the printer.

To print a receipt that has not been printed yet, you can click on the **<Print New Receipt>** from the receipt screen.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER **Print This Receipt** Void this Receipt

Receipt #: 87 Date: 07/24/2017 GL Account: 991 - Cash On Hand Printed: No Posted From:

Rcvd From: EPES Vendor Name: EPES SOFTWARE Closed: No Void Date:

Individual: EPES SOFTWARE

Receipt Total: \$25.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
100 GENERAL FUNDS	0 No Sub Account	\$25.00	\$0.00		Cash

To change your printing preferences for receipts, click on <Utilities> then click on <Preferences> then click on < Receipts>. After you make your changes click <Save & Close>.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Preferences

For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

General Ledger/Reconciliation **Receipts** Checks Transfers Extended Codes PO Preferences 1099 Forms

**Print Receipts while adding?** ☒ No ☐ Yes

**Last Receipt No** 88

**Default GL Acct** 991 - Cash On Hand ▼

**Print Options**

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

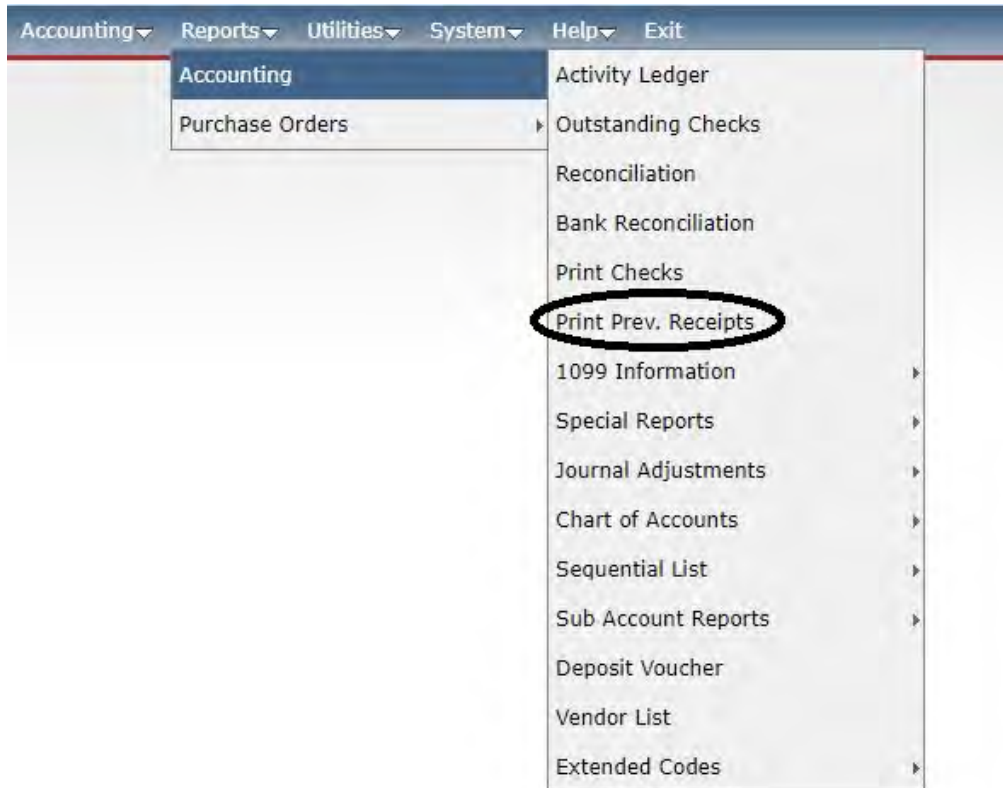
## Reprint Receipts

The receipt will print with three copies on one page. Please make sure that you have loaded receipts into your printer before reprinting. If you are using pre-numbered receipts you will want to place a blank piece of paper so as not to interfere with number sequence of receipts.

If you need to print a receipt that has been previously printed you must reprint it.



Navigate to: **'Reports/ Accounting/ Print Previous Receipts'**



Type in the receipt number that you want to reprint or choose it from the list. Then, click **<Print>**.





## Void Receipt

To void a receipt you can click on the <Void Receipt> from the receipt screen. Voiding a receipt reverses out the accounting of the original entry.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt **Void this Receipt**

Receipt #: 88 Date: 07/25/2017 GL Account: 991 - Cash On Hand Printed: Yes Posted From:

Rcvd From: EPES Vendor Name: EPES SOFTWARE Closed: No Void Date:

Individual: EPES SOFTWARE

Add Line Item Receipt Total: \$75.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
110 UTILITIES	0 No Sub Account	\$75.00	\$0.00		Check

### NOTE:

Voiding a receipt will create a negative (reversal) entry of the original receipt. Use the current date for the void date.

**We do not recommend voids for customers in Indiana. Gateway regulations make this feature not an available option.**

# Section I

## Bank Deposits

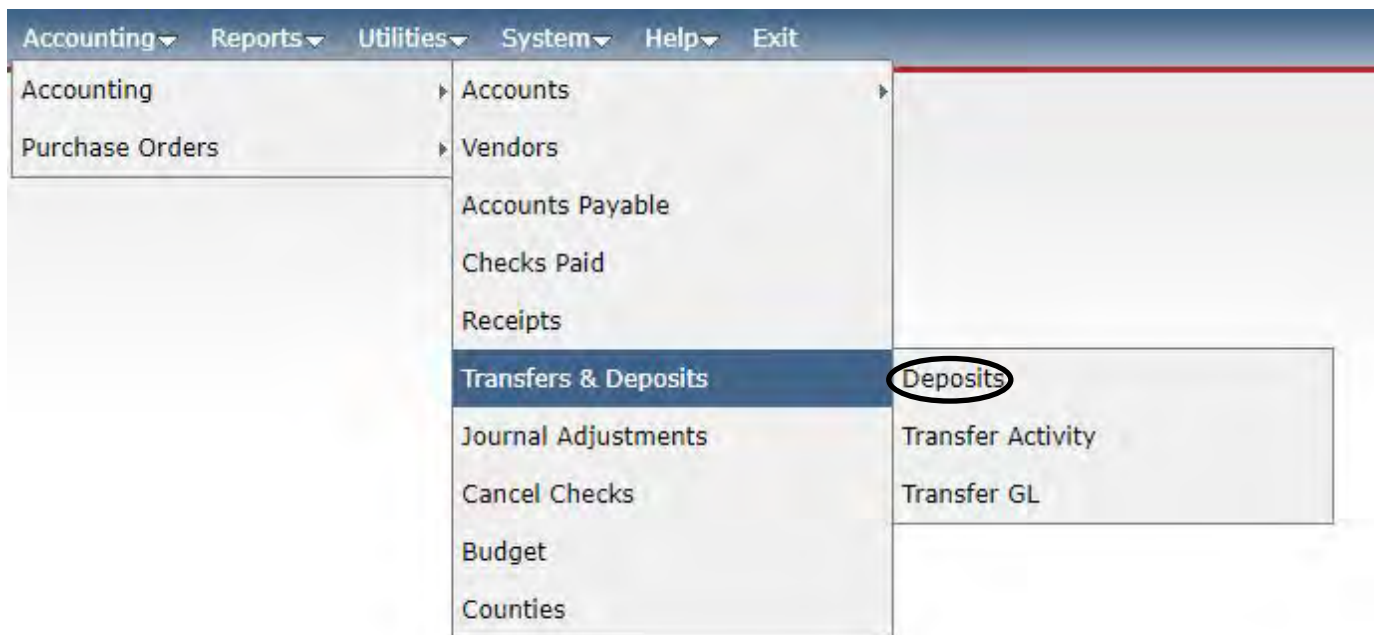
EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Record Bank Deposit

This process automatically transfers the money that your receipts put into "Cash on Hand" account (991), to your "Checking" account (992).



Navigate to: **'Accounting/ Accounting/ Transfers and Deposits/ Deposit'**



### NOTE:

You may, occasionally, be required to maintain multiple checking accounts in the event you change banks. You may add a new G.L. Account and specify it as a checking account. For all new checking account transactions you will simply need to change the G.L. designation from 992, to whatever new G.L. Checking account you set up for the new account.

This screen will pop up. Verify the "Deposit Into" (992), and the "Deposit Money From" (991) fields. Make the "Date Deposit" the correct date, if it is not already. The deposit amount should match your receipt total. Enter a brief description of the deposit such as the receipt numbers that create this deposit

The screenshot shows the 'Deposits' form with the following fields and controls:

- Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit
- Deposits
- Deposit Date: 07/25/2017 (with a calendar icon)
- Deposit Into Acct.: 992 - CHECKING ▾ \*
- Deposit From Acct.: 991 - Cash On Hand ▾ \*
- Deposit Amount: \$195.00 \*
- Description: (empty text box)
- Buttons: Post Deposit, Close, Deposit Voucher

In this image, the 'Deposit Date', 'Deposit Amount', and 'Description' fields are circled in black.

To record the deposit, click on **<Post Deposit>**.

This screenshot shows the same 'Deposits' form as above, but with the 'Post Deposit' button circled in black.

The fields and controls are:

- Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit
- Deposits
- Deposit Date: 07/25/2017 (with a calendar icon)
- Deposit Into Acct.: 992 - CHECKING ▾ \*
- Deposit From Acct.: 991 - Cash On Hand ▾ \*
- Deposit Amount: \$195.00 \*
- Description: (empty text box)
- Buttons: Post Deposit, Close, Deposit Voucher



## Print Deposit Voucher



Navigate to: 'Accounting/ Accounting/ Transfers and Deposits/ Deposit'

If you want to print a Deposit Voucher/Slip to use as your detail for the bank deposit, click on **<Deposit Voucher>**.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Deposits

Deposit Date 07/25/2017

Deposit Into Acct. 992 - CHECKING \* Deposit From Acct. 991 - Cash On Hand \*

Deposit Amount \$195.00 \*

Description

Post Deposit Close **Deposit Voucher**

**Deposit Voucher Report**

Please select the date range below:

From What Date: 07/26/2017

To What Date: 07/26/2017

**PREVIEW** PRINT CLOSE

The report will pop up on your screen.

**Deposit Voucher Report**

Please select the date range below:

From What Date: 07/26/2017

To What Date: 07/26/2017

PREVIEW **PRINT** CLOSE

Click **<Print>** to print the report.

**Note:** This will show all receipts for the selected date range.

Deposit Voucher
1 / 1

July 16, 2017
HIGH SCHOOL  
Deposit Voucher
Page: 1 of 1

PV : 07WJ2836  
 From Receipt No : 55  
 To Receipt No : 55  
 Deposit Voucher # :

From Date : 30/06/2017  
 To Date : 30/06/2017

Pay Type	Activity Acct	Acct Name	Received From	Total
Cash (C)	100	GENERAL FUNDS	EPES SOFTWARE	\$15.00
	400	STUDENT BODY	JACK	\$15.00
	<b>Total for: Cash (C)</b>			<b>\$40.00</b>
Check (K)	110	UTILITIES	EPES SOFTWARE	\$75.00
	210	BREAK ROOM	SAMPS CLUB	\$100.00
	<b>Total for: Check (K)</b>			<b>\$255.00</b>
<b>Grand Totals Received for Deposits:</b>				<b>\$295.00</b>

**Totals for Payment Types:**

Cash (C)	=	\$40.00
Check (K)	=	\$255.00
<b>Total:</b>		<b>\$295.00</b>

< >

+

-

< >

+

-

This report can be used as detail for a deposit slip with most banks. Check with your bank to see if they will accept this report in lieu of a deposit slip.

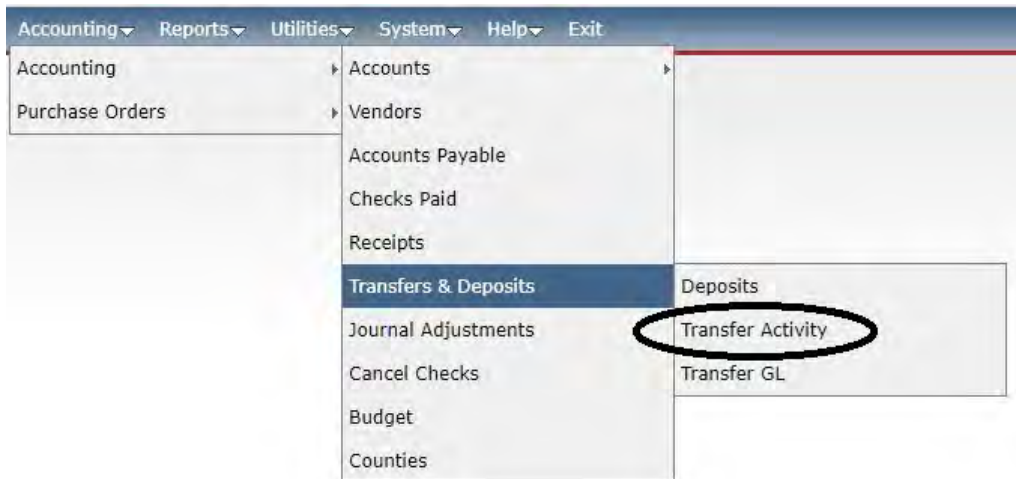
# Section J

## Transfers

This transfers money from one activity account to another. It has no affect on the bank balance.



Navigate to: **'Accounting/ Transfers and Deposits/ Transfer Activity'**.



Click on **<Add>** to enter a new transfer.

The screenshot shows the 'Activity Transfer' form. At the top, there is a navigation bar with buttons: FIRST, PREV, NEXT, LAST, ADD, EDIT, DEL, LIST, CANCEL, SAVE, CLOSE, and SAVE-ADD ANOTHER. The 'ADD' button is circled with a black oval. Below the navigation bar, the form contains several fields: 'Transfer #' with the value '1', 'Transfer Date' with the value '08/03/2017', 'From Activity Acct' with a dropdown menu showing 'Select an account', 'To Activity Acct' with a dropdown menu showing 'Select an account', 'Cash Balance' and 'Working Balance' both showing '\$ 0.00', 'From Sub Acct' with a dropdown menu showing '0 - No Sub Account', 'To Sub Acct' with a dropdown menu showing '0 - No Sub Account', 'Transfer Amt' with an empty text box, 'Document #' with an empty text box, 'Transfer Note' with a text area, 'Entry Closed' with a dropdown menu showing 'No', and 'Date Voided' with an empty text box.

'From Activity Acct' is the account you want to take money out of. 'To Activity Acct' is the account that is receiving the money. Enter sub accounts if appropriate. Enter the amount of money you want to move in 'Transfer Amt'. Fill in the 'Note' field with a short description of the transfer. Click on **<Save>**. Click on **<Close>**.

The screenshot shows the 'Activity Transfer' form within a software application. The form has a menu bar at the top with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below the menu bar, the title 'Activity Transfer' is displayed. A toolbar contains buttons for 'FIRST', 'PREV', 'NEXT', 'LAST', 'ADD', 'EDIT', 'DEL', 'LOCK', 'CANCEL', 'SAVE', 'CLOSE', and 'SAVE - ADD ANOTHER'. The 'SAVE' button is circled. The form is divided into two main sections. The left section contains fields for 'Transfer #' (value 1), 'From Activity Acct' (dropdown menu), 'Cash Balance' (\$ 0.00), 'Working Balance' (\$ 0.00), 'From Sub Acct' (dropdown menu), 'Transfer Amt' (text box), 'Document #' (text box), and 'Transfer Note' (text area). The right section contains fields for 'Transfer Date' (08/03/2017), 'To Activity Acct' (dropdown menu), 'Cash Balance' (\$ 0.00), 'Working Balance' (\$ 0.00), 'To Sub Acct' (dropdown menu), 'Entry Closed' (checkbox), and 'Date Voided' (text box). Several fields are circled: 'Transfer #', 'From Activity Acct', 'Transfer Date', 'To Activity Acct', 'From Sub Acct', 'To Sub Acct', 'Transfer Amt', 'Document #', 'Transfer Note', 'Cash Balance' (left), 'Working Balance' (left), 'Cash Balance' (right), 'Working Balance' (right), 'Entry Closed', and 'Date Voided'.

#### General Ledger Transfers:

Enter G.L. transfers the same as the Activity Account transfers. G.L. transfers do not affect your Activity Fund Accounts.

# Section K

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

## Adjustments

### Journal Adjustments

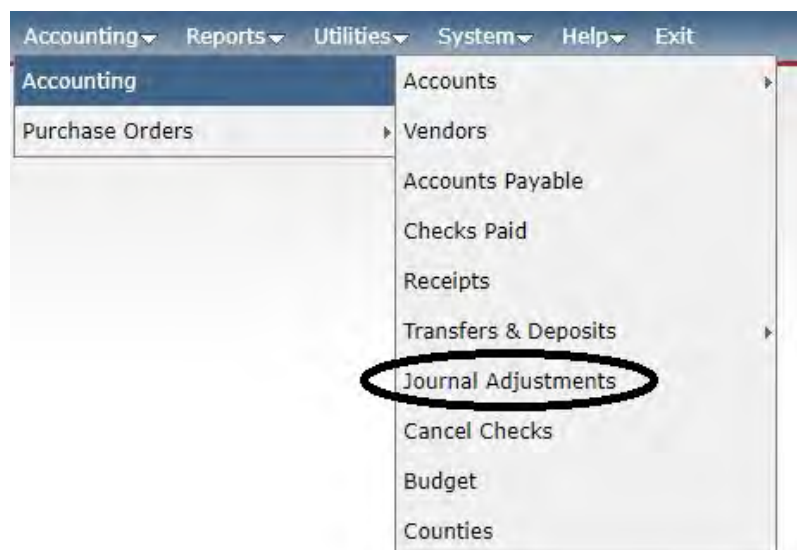
A journal entry records transactions that appear on your bank statement, such as NSF checks, Bank Charges, and interest earned.

**We do not recommend Journal Adjustments for customers in Indiana. Gateway regulations make this feature not an available option.**

#### NSF Checks



Navigate to: '**Accounting/ Accounting/ Journal Adj.**'



Click on <Add>.

The screenshot shows the 'Journal Adjustments' form with the following fields and buttons:

- Buttons: FIRST, PREV, NEXT, LAST, ADD (circled), EDIT, DEL, LIST, CANCEL, SAVE, CLOSE, SAVE-ADD ANOTHER
- Adj No.: 139
- Date: 05/10/2017
- GL Acct: 992 - CHECKING
- Type: I E Auth. By: DISTRICT
- Total Amount: \$17.00
- Closed: No
- GL Cash Balance: \$12,715.87

Acct.	Sub Acct.	Amount	Notes
310 - FOOTBALL	0 - No Sub Ac...	\$15.00	NSF - JONES
100 - GENERAL FU...	0 - No Sub Ac...	\$2.00	NSF FEE

The adjustment number will be automatically created by the system. Enter the date of the adjustment. Enter the 'GL Acct'. Enter an 'E' for Expense or an 'I' for Income. Click on add Line Item and enter Activity Account, Sub-Account and Amount. Enter a short description of the journal adjustment. Click on **<Save>**. Click on **<Close>**.

For bank charges you will enter an E for Expense.

For NSF Checks you can enter as E for Expense  
of -I for negative income.

For interest you will enter an I for Income

The screenshot shows the 'Journal Adjustments' form. The title 'Journal Adjustments' is at the top left. Below it is a navigation bar with buttons: PRINT, PREVIEW, REAT, CANCEL, SAVE, CLOSE, and SAVE - ADD ANOTHER. The 'SAVE' button is circled. Below the navigation bar, there are several input fields: 'Adj No.' with the value '140' (circled), 'Date' with the value '08/03/2017' (circled), 'GL Acct' with the value '992 - CHECKING' (circled), and 'Type' with radio buttons for 'I' and 'E' (the 'E' button is circled). To the right of 'Type' is a 'Auth.' field with the value 'BK'. Below these fields, there is a 'Total Amount' field with the value '\$0.00' (circled) and a 'Closed' field with the value 'No'. To the right of these is a 'GL Cash Balance' field with the value '\$12,715.87'. At the bottom left, there is an 'Add Line Item' button and a 'Save' button. Below these buttons is a text box that says 'There are no line items yet. Click 'Add Line Item'.'

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit							
Checks							
Search: Check # ▾ for <input type="text"/> with Status Any ▾ <span>Search</span> <span>Close</span>							
<input type="text"/>							
Click on the field header to sort by that field							
Check #	Vendor	Payee	Amount	Ck Date	GL	Cancelled	Closed
197	EPES	EPES SOFTWARE	\$10.00	07/24/2015	992	07/28/2016	No
197	EPES	EPES SOFTWARE	(\$10.00)	07/28/2016	992	07/28/2016	No
198	OFFDEPOT	OFFICE DEPOT	\$38.25	08/11/2015	992	07/31/2016	No
198	SAMS	SAM'S CLUB	\$100.00	08/11/2015	992	04/30/2017	No
199	BOB	BOB'S PIZZA PUB	\$125.00	08/11/2016	992		No
215	EPES	EPES SOFTWARE	\$14.00	07/28/2016	992		No
216	SJONES	SAM JONES	\$15.00	07/28/2016	992	04/30/2017	No
3210	BOB	BOB'S PIZZA PUB	\$50.00	05/10/2017	992		No
3211	BLANK		\$0.00	07/26/2017	992		No
3211	BLANK		\$0.00	07/27/2017	992		No
3211	BLANK		\$0.00	08/03/2017	992		No

Click on **<Edit>**. Make the changes needed. Click on **<Save>**. Click on **<Close>**.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit												
Checks Paid												
FIRST PREV NEXT LAST ADD <b>EDIT</b> DEL LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER												
Check #:	3210	Date:	05/10/2017	GL Acct:	992 - CHECKING	Closed	No					
Vendor ID:	BOB	Vendor Name:	BOB'S PIZZA PUB	Date Cancelled:		Date Voided:						
Payee:	BOB'S PIZZA PUB	Total Amount:	\$50.00									
Add Line Item Save												
Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099				
110 - UTILITIES	I - Training	\$50.00	\$0.00	\$362.43	154		TRAINING					
Void this Check												

To uncanceled a check - Highlight the cancellation date and press the space bar once.



# Section L

## Bank Reconciliation

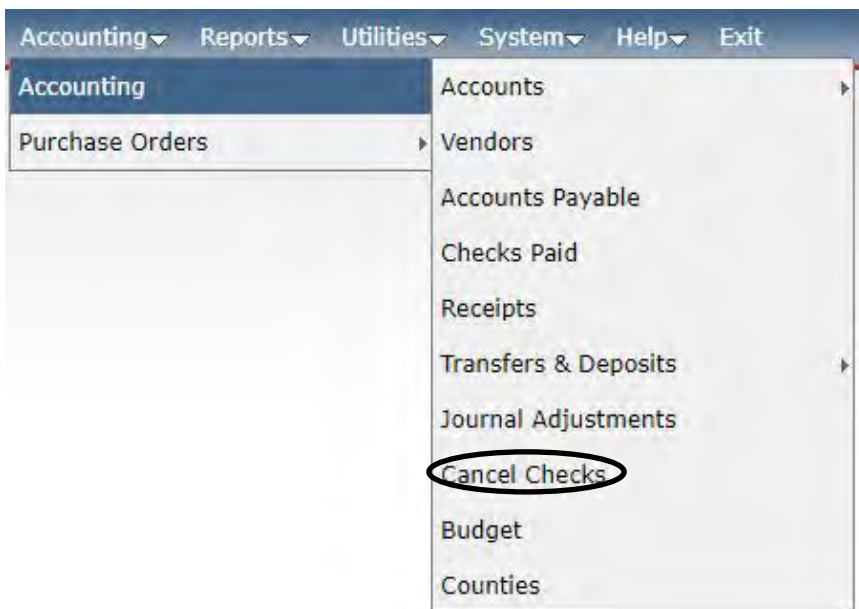
### Bank Reconciliation Preparation

#### Cancel Checks

Each month, you must 'Cancel' the checks that clear the bank in order to remove them from the Outstanding Check report.



Navigate to: '**Accounting/ Accounting/ Cancel Checks**' -



Enter the last day of the bank statement as the 'Cancellation Date'. Click on **<OK>**.

A screenshot of the 'Cancel Checks' dialog box. It has a title bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. The main title is 'Cancel Checks'. Below it, a text label says 'The date entered here is typically a Month End Date.' followed by a red arrow pointing to the right. There are two input fields: 'Checking Acct:' with a dropdown menu showing '992 - CHECKING', and 'Enter Cancellation date:' with a text box and a calendar icon. At the bottom, there are two buttons: 'OK' (circled in red) and 'Close'.

← Or statement End Date

To cancel a check, click on the box in the Cancel column next to the appropriate check number. To uncheck an entry, click on the box in the cancel column again. The 'Total Canceled' at the bottom of the screen should match the checks cleared during the month. Click on **<OK>**.

Checks List			
Cancellation Date: 08/31/2017			
Cancel	Check #	Clk Date	Amount
<input type="checkbox"/>	199	08/11/2016	\$125.00
<input type="checkbox"/>	215	07/28/2016	\$14.00
<input type="checkbox"/>	3210	05/10/2017	\$50.00
<input type="checkbox"/>	3211	07/26/2017	\$0.00
<input type="checkbox"/>	3211	07/27/2017	\$0.00
<input type="checkbox"/>	3211	08/03/2017	\$0.00
Total Cancelled:			\$0.00

**OK** Close

### Correcting A Cancellation Date

If you accidentally cancel a check by mistake or use the incorrect date, you can correct it.



Navigate to: '**Accounting/ Accounting/ Checks Paid**'.

Accounting	Reports	Utilities	System	Help	Exit
Accounting	Accounts				
Purchase Orders	Vendors				
	Accounts Payable				
	<b>Checks Paid</b>				
	Receipts				
	Transfers & Deposits				
	Journal Adjustments				
	Cancel Checks				
	Budget				
	Counties				

Click on <List>.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

Checks Paid

FIRST PREV NEXT LAST ADD EDIT **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER

Check #: 3211 Date: 07/26/2017 GL Acct: 992 - CHECKING Closed No

Vendor ID: BLANK Vendor Name: MISC VENDORS Date Cancelled:

Payee: Date Voided:

Total Amount: \$0.00

Add Line Item Save Total Amount: \$0.00

There are no line items yet. Click 'Add Line Item'.

Void this Check

Click on the check you need to edit.

### Outstanding Checks Report

You must print the Outstanding Checks report. Please see Section L-72 for details on how to do this.

# Bank Reconciliation



Navigate to: **'Reports/ Accounting/ Bank Reconciliation.**

Enter the beginning and ending statement dates. Enter the 'Ending Balance' from the bank statement. Enter any deposits not included on the bank statement. Click on **<Preview>** to view the report. If okay, then click on **<Print>**.

Accounting Reports Utilities System Help Exit

### Bank Reconciliation

Preview Print Close

Bank Account: 992 - CHECKING

Statement Date Range: From: 08/01/2017 To: 08/31/2017

Ending Balance from Bank Statement: \$0.00

Total Deposits not on Bank Statement: \$0.00

The report will pop up. The starred items must match. The system will tell you if you are out of balance. It will also be indicated on the bottom of the issue report in red letters. If you are out of balance, you must resolve the issue.

Bank Reconciliation

August 07, 2017 HIGH SCHOOL Page 1 of 1

Bank Reconciliation Report

Checking Account 992

Date From: 8/1/2017 Date to: 08/31/2017

Ending Balance on Statement Dated: 08/31/2017	\$0.00
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$314.00
Cash Balance as of: 08/31/2017	(\$314.00) ---
Cash Balance for Checking as of 8/1/2017	\$12,596.87
Add: Total Deposits (Bank Deposits)	\$0.00
Less: Total Checks and Withdrawals	\$0.00
Computer Cash Balance as of: 08/31/2017	\$12,596.87 ---

Summary of Asset Accounts

GL Acct	Account Name	Begin Bal	Receipts	Disburse	Transfer	End Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	\$295.00	\$0.00	\$0.00	\$0.00	\$295.00
992	CHECKING	\$12,596.87	\$0.00	\$0.00	\$0.00	\$12,596.87 ---
993	SAVINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	INVESTMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
995	SCHOOL ARBHP	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
996	CD	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
Grand Total		\$23,435.87	\$0.00	\$0.00	\$0.00	\$23,435.87

\*\*\* Entries Must Match  
OUT OF BALANCE

If you are balanced, **<Print>** the report and have your principal review and sign.

Accounting Reports Utilities System Help Exit

### Bank Reconciliation

Preview Print Close

Bank Account: 992 - CHECKING

Statement Date Range: From: 08/01/2017 To: 08/31/2017

Ending Balance from Bank Statement: \$0.00

Total Deposits not on Bank Statement: \$0.00

## **EPES ACCOUNTING BALANCING PROCEDURES**

These procedures were written to provide suggestions to assist you in locating “out of balance” problems with the data entered in the EPES SOFTWARE. Most balancing problems stem from – Voided entries, incorrect dates, Amounts, and Canceled Dates. The following steps are the steps we use to locate issues. We ask you follow these steps prior to calling for help.

1. Recheck the ending balance on the statement; make sure no numbers were transposed.
2. The canceled date on the checks should be the ending date on the reconciliation/bank statement.
3. Were there any deposits generated in the month but deposited in the following month that should be listed as outstanding. (\*)
4. Dates ARE ONE OF THE MAIN items that throw programs out of balance. If you use journal adjustments for interest or NSF fees make sure the dates listed are in the month that you are balancing.
5. Recheck the prior month make sure it is still in balance. (Items could have been deleted or dates changed that would affect the prior month).
6. Do the deposits in the EPES program match the bank statement? Run the Sequential List of GL Transfers, and then compare that total to the bank statement for deposits. If journal adjustments for income have been entered they will need to be figured in the balances (ie bank interest). If they don't match get your receipts from the bank, locate difference. (\*)
7. Does the 991 have an ending balance? If Yes, Run a Sequential List of Receipts and GL Transfer, match the receipts with the deposits. There will be something that does not match. (\*)
8. Run a Sequential List of Canceled checks (reports, sequential list, checks, check number, date canceled, month is, enter the month). This report of canceled checks should match the debits on the statement less any journal adjustment expenses. If they don't; first recheck the bank statements by going check by check to reaffirm all checks are canceled. Next look for partial voided checks (they will have a negative entry or positive but not both as required. Also check the dates, the check date must be prior to or equal to the cancellation date.
9. Receipt and checks cannot be zeroed out if the receipt or check is from a prior month this will also throw the reconciliation off. Entries must be voided creating a negative entry.
10. Look over the statement for additional deposits, NFS Charges, and service charges.

(\*) These steps assume that receipts are recorded into GL account 991 and “record bank deposit” is run to generate a GL transfer record from 991 to 992.

**IF AFTER FOLLOWING ALL STEPS ABOVE, YOU REMAIN OUT OF BALANCE, PLEASE CALL US AT 800-237-6498. FOR ADDITIONAL ASSISTANCE IF WE IDENTIFY THE OUT OF BALANCE ISSUE FOLLOWING THESE PROCEDURES, THERE WILL BE A CHARGE OF \$37.50 PER HOUR FOR OUR ASSISTANCE IN RECONCILING YOUR BOOKS MORE THAN 2 CONSECUTIVE MONTHS.**

# Section M

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

## Month End

**Check with your district for required Month/Year  
End Closing procedures.**

### **Check List to Close Out Month:**

- 1) Record all checks and receipts for the month (see Section F & H).
- 2) Record all journal adjustments (see Section K).
- 3) Complete Bank Reconciliation and balance (see Section L).
  - Bank Reconciliation report (see Section L).
  - Outstanding Checks report (see Section L & O).
- 4) Run month end reports
  - Month-to-date Activity Ledger report (see Section O)
  - Month-to-date Sequential List of Checks report (see Section O)
  - Month-to-date Sequential List of Receipts report (Section O)
  - Month-to-date Sequential List of Transfers report (see Section O)
- 5) In December and June, run a Year to Date Ledger Report(see Section O). Have the principal review and sign the report. Submit a copy to Finance along with a copy of the December or June bank statement and bank reconciliation. File a copy for your records .



# Section N

Year End

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

## **Check List to Close Out Year:**

- 1) Complete the Fiscal year end Bank Reconciliation and balance (see Section J).
  - Bank Reconciliation report (see Section L).
  - Outstanding Checks report (see Section L).
- 2) Void and write off any old outstanding checks that are over 1 year old.
- 3) Enter all data - checks, receipts, etc.
- 4) Review any accounts with negative balances.

# YEAR END CLOSING INSTRUCTIONS FOR WEB ACCOUNTING

**Please follow these steps if you will be completing your current year in the Web Accounting.**

1. Please be sure you have balanced for the year and run all of your reports. Please be sure to cancel any checks in the system that have cleared the bank whether you reconcile in the program or not. **Once you roll over no data in your prior year can be changed.**
2. In the program under Utilities, click on "Year End Closing".
3. Select your preferred option for Payables, Purchase Orders, and Budget.
  - \* Budgets are the projected Income and Expenses for your Activity Accounts. These will not reset your account balances.
4. Click the "Close This Year" button.
5. You will receive a pop up that will ask you if you want to close the year. Click on OK.
6. The year end closing is complete when you see the message at the bottom of the screen that states, **"This Year has been backed-up and closed successfully!"**
7. Click on the "Close Screen" button.
8. You are now in your new school year and are ready to move forward. You will not be creating a backup of the data from your end. The backups are done automatically throughout the day on our server.

Please feel free to contact your EPES support representative if you have any questions.

# Section O

## Report / Query Options

All of the reports in this section can be found under 'Reports.'

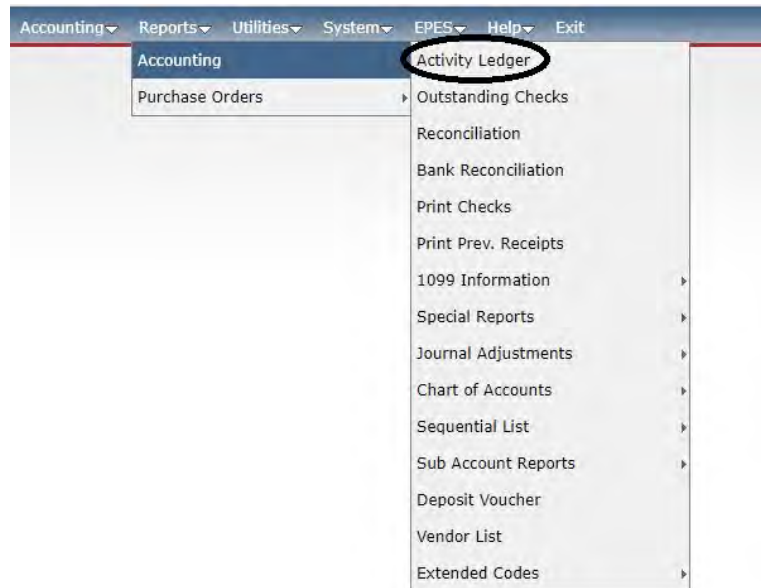


Navigate to: **'Reports/ Accounting/ Choose Report.'**

Fields	Operators	Compare to
Activity Account	Equal to	
Date	Greater Than	
Check	Less than	
Vendor Code	Between	
Date Canceled	OR	
GL Acct		
P.O. Number		
Invoice No.		
Amount		
Tax Amount		
Tax 1099		

To enter parameters for any of the reports utilizing "Data Query," select the field you wish to use from the list (ex. Account); then, select the option from the operators (ex. "is equal to"). Enter your selection in the "Compare To Box" (ex. 100). Select "Add Condition," then select "Print" or "Preview."

You can have multiple conditions and you can even save the settings. If you would like to name the report you can do so at the top of the page. Some reports can be exported to Excel.



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### Activity Accounts - Ledger Reports

[Preview](#) [Print](#) [Export To Excel](#) [Close](#)

Report Title

Period Begin  [Close Month](#)

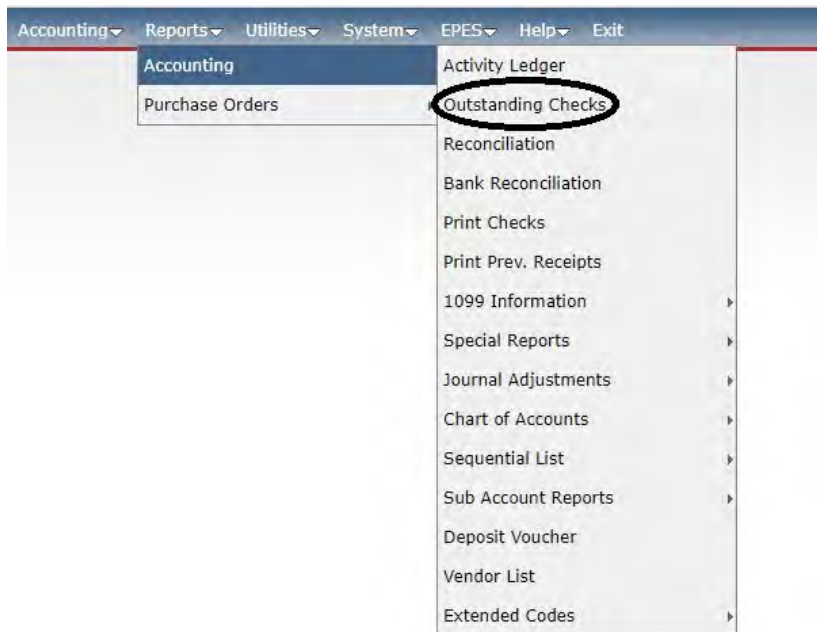
Period End

From Account  Fiscal Begin

To Account  Fiscal End

#### Report Options

<input checked="" type="radio"/> Financial Report	Summarize on Digit <input type="text" value="1"/> (Only 1-6)
<input type="radio"/> Year to Date and Current Month	Account Group Totals <input type="checkbox"/>
<input type="radio"/> Budget Expense Ledger	Exclude Zero Balances <input type="checkbox"/>
<input type="radio"/> Principal Monthly Ledger	Sort By Acct Name <input type="checkbox"/>
<input type="radio"/> Budget Receipt Ledger	
<input type="radio"/> Principal's Monthly Report - Florida	

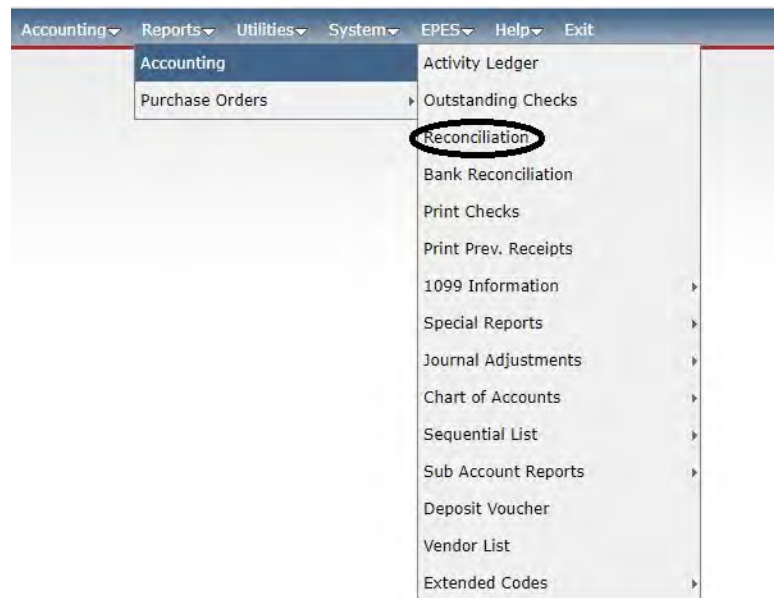


Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### Outstanding Check Report

Preview Print Export to Excel Close

Report Title:	<input type="text"/>
Thru what Date:	11/19/2017
Checking Acct:	992 - CHECKING ▼



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### Reconciliation Report

Preview Print Export to Excel Close

Report Title:

Account Range: From  To

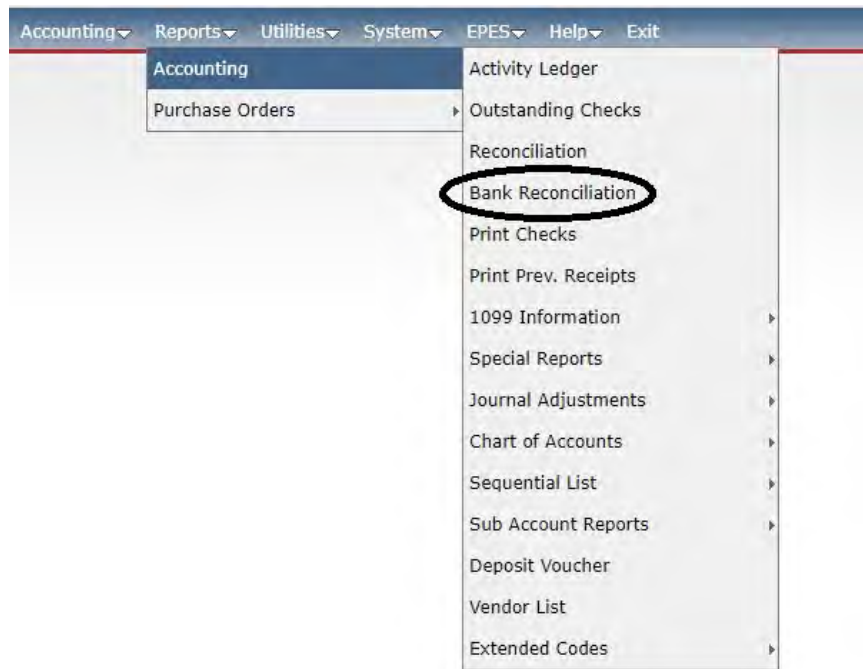
Date Range:

#### Report Options

- ☐ Separate page for each account/advisor
- ☐ Exclude Accounts with No Balance or Activity for Period
- ☐ Sort by Advisor

This is a very large report. Make sure that this is what you want before you print.





Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

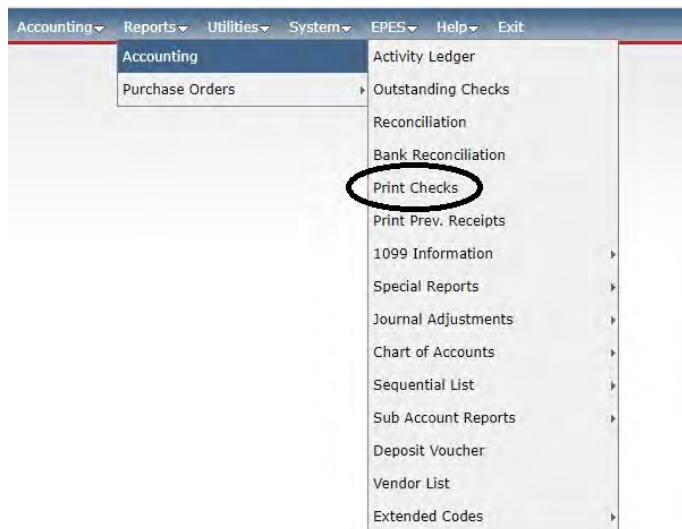
### Bank Reconciliation

Bank Account

Statement Date Range **From:**   **To:**

Ending Balance from Bank Statement:

Total Deposits not on Bank Statement:



Accounting Reports Utilities System EPES Help Exit

### Print Checks

Preview Print & Post Close

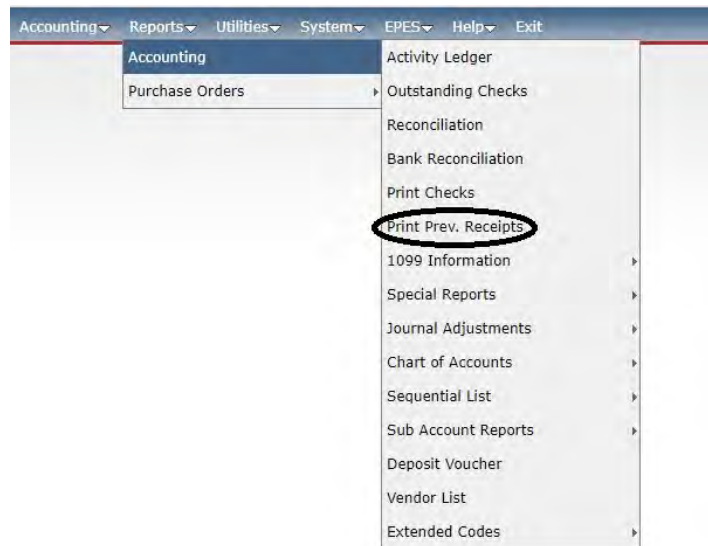
*NOTE: Please use the "Close" button when leaving this screen*

**This option prints all Payables marked: [X] Pay This**

Print Checks with Payable Dates Through:	11/19/2017
Checking Acct:	992 - CHECKING
Next Check #:	3211
Date to Print on Checks:	11/19/2017

☐ Combine Checks for Same Vendor

☐ Post Checks WITHOUT Printing



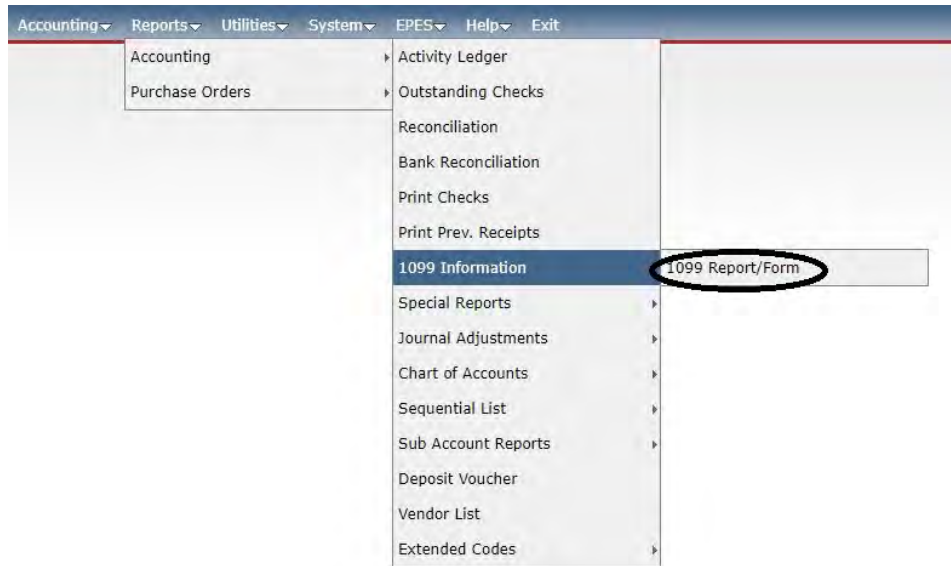
Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

### Print Previous Receipts

Search  for

*Click on the field header to sort by that field*

	<u>Receipt #</u>	<u>Date</u>	<u>Individual</u>	<u>Amount</u>
<input type="button" value="Print"/>	88	07/25/2017	EPES SOFTWARE	\$75.00



Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

## 1099 Reports

[Preview](#) [Print](#) [Export Report to Excel](#) [Close](#)

Minimum Dollar Amount

Date Range (From - To)

- ☒ 1099 Report
- ☐ 1099 Report by Tax ID
- ☐ 1099 Forms

Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

Accounting ▾  
Purchase Orders ▾

Activity Ledger  
Outstanding Checks  
Reconciliation  
Bank Reconciliation  
Print Checks  
Print Prev. Receipts  
1099 Information ▾  
**Special Reports**  
Journal Adjustments ▾  
Chart of Accounts ▾  
Sequential List ▾  
Sub Account Reports ▾  
Deposit Voucher  
Vendor List  
Extended Codes ▾

Special Financial Reports  
Principals Combined Budget  
Exp/Recpt Budget (Prev Year)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

**Activity Accounts - Special Financial**

Preview Print Close

Report Title

From What Date:

To What Date:

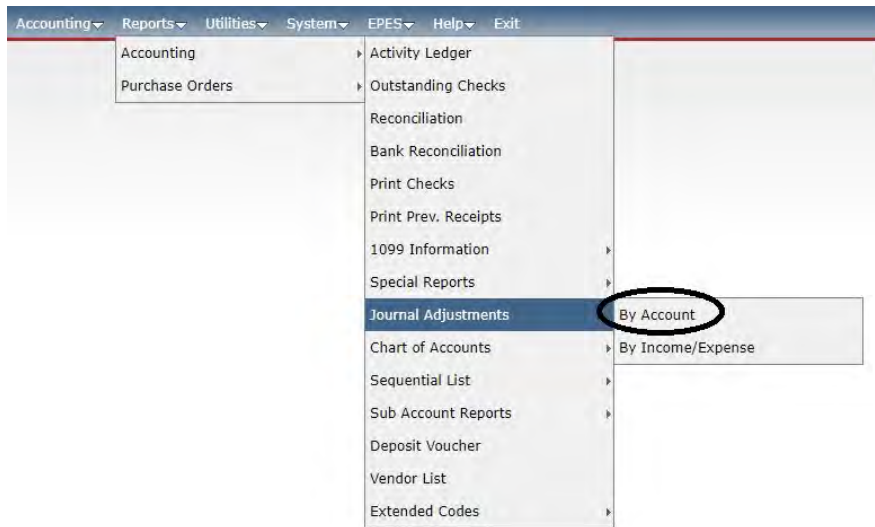
Begin Fiscal Year

End Fiscal Year

Bank Account  ▾

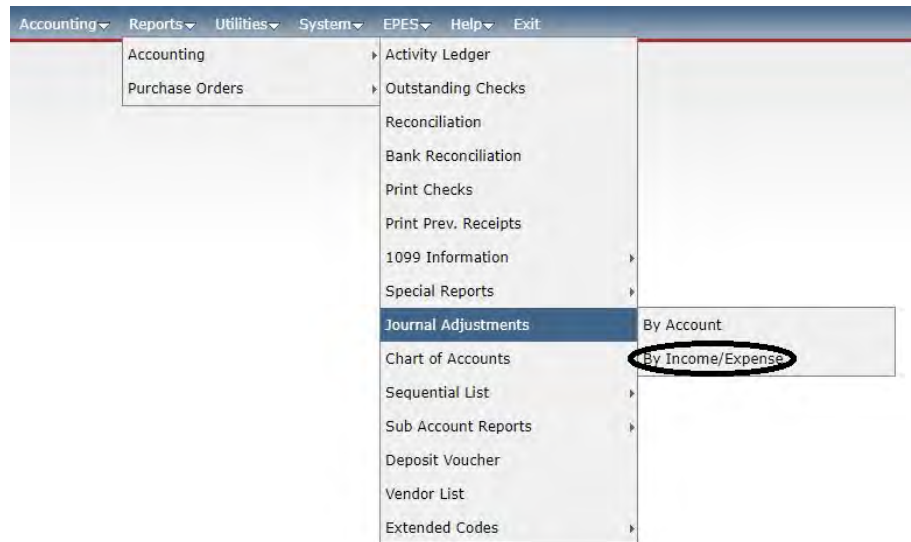
Balance Per Bank Statement:

Deposits in Transit:



The screenshot shows the 'Journal Adjustments By Account' report configuration screen. It includes a title bar with menu options: Accounting, Reports, Utilities, System, EPES, Help, and Exit. Below the title bar, there are buttons for 'Preview', 'Close', and 'Print'. The main area is divided into three sections: 'Fields', 'Operators', and 'Compare to'. The 'Fields' section lists: Adj. No, Adj. Date, Activity Account, Sub Acct, GL Acct, Amount, Note, and Income/Expense. The 'Operators' section lists: Equal to, Greater Than, Less than, Between, and OR. The 'Compare to' section has a text input field and buttons for 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. At the bottom, there are tabs for 'Report Conditions' and 'Saved Reports', and a large empty text area.



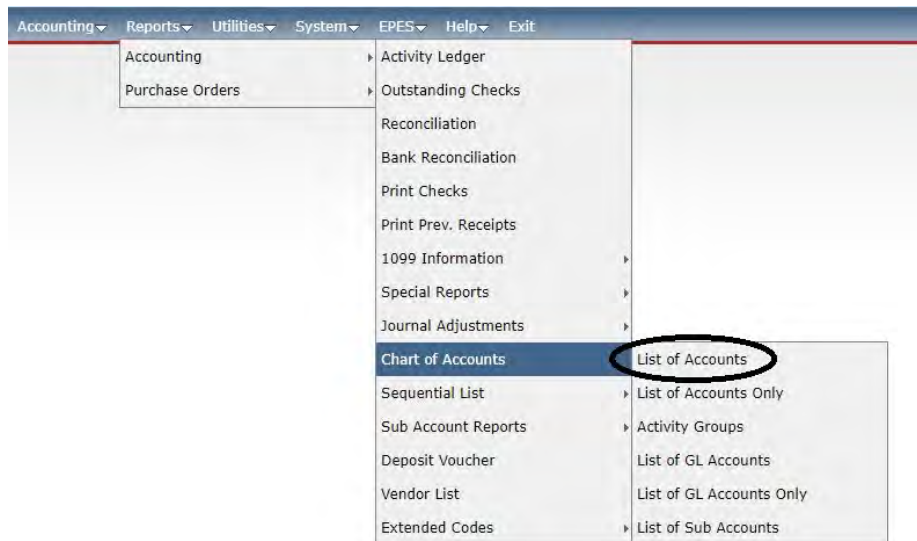


The screenshot shows the 'Journal Adjustments By Income / Expense' report configuration screen. It includes a title bar with menu options (Accounting, Reports, Utilities, System, EPES, Help, Exit) and a title 'Journal Adjustments By Income / Expense'. Below the title are buttons for 'Preview', 'Close', and 'Print'. There are input fields for 'Report Title' and 'Report Saved Name'. The main area is divided into three columns: 'Fields', 'Operators', and 'Compare to'. The 'Fields' column contains a list of fields: Activity Account, Income/Expense, Note, Adj Date, GL Acct, Adj. No, Sub Acct, and Amount. The 'Operators' column contains a list of operators: Equal to, Greater Than, Less than, Between, and OR. The 'Compare to' column contains a text input field and buttons for 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. At the bottom, there are tabs for 'Report Conditions' and 'Saved Reports', and a large empty text area.

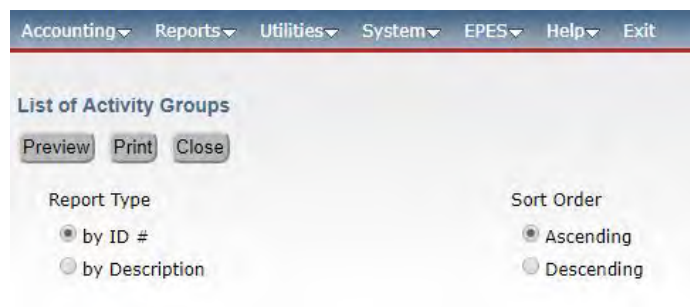
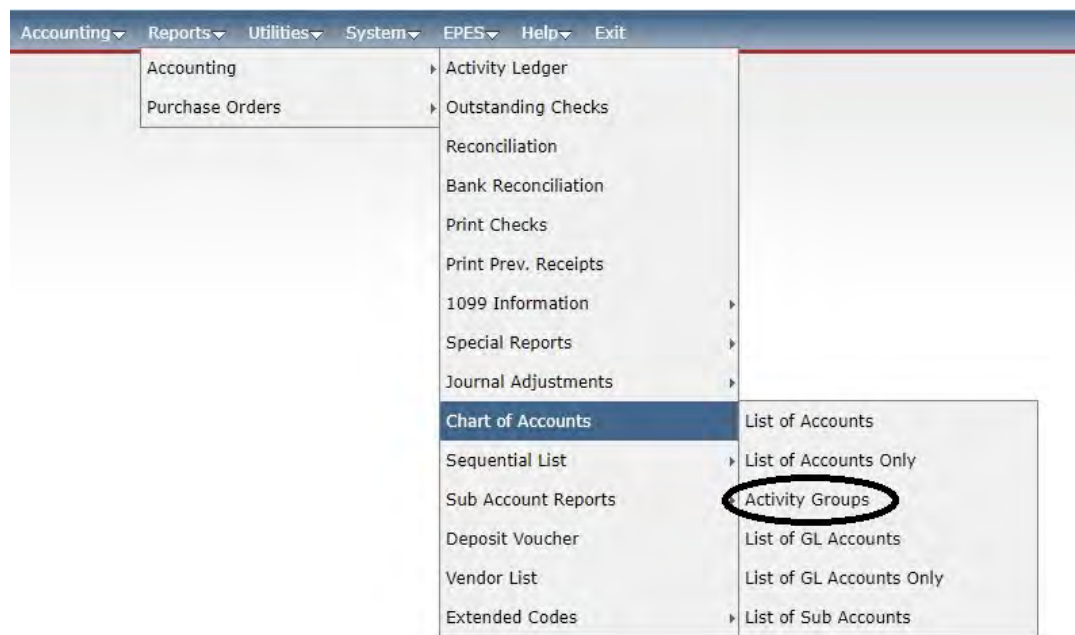
Fields	Operators	Compare to
Activity Account	Equal to	
Income/Expense	Greater Than	
Note	Less than	
Adj Date	Between	
GL Acct	OR	
Adj. No		
Sub Acct		
Amount		

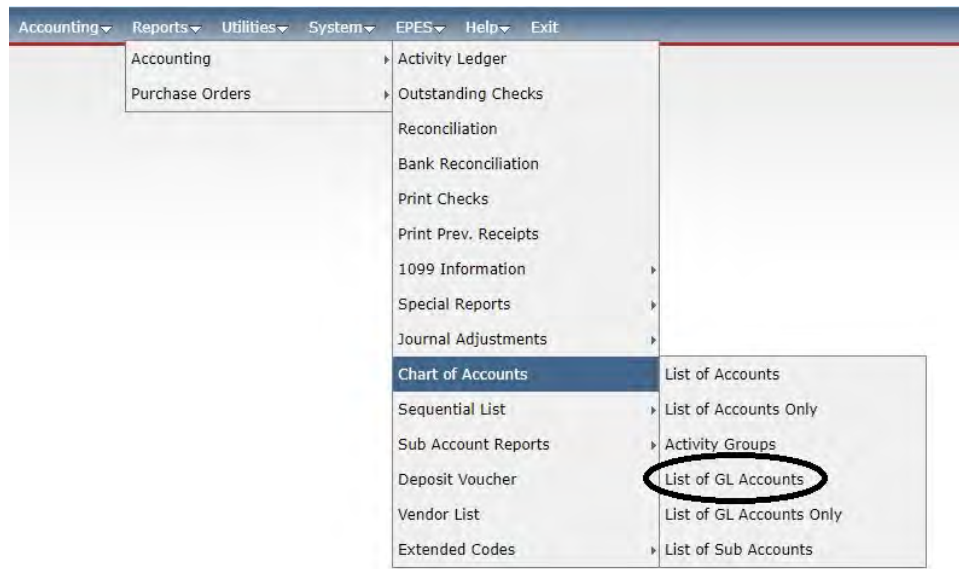
Buttons: Add Condition, Remove, Clear All, Save Rpt

Tabs: Report Conditions, Saved Reports

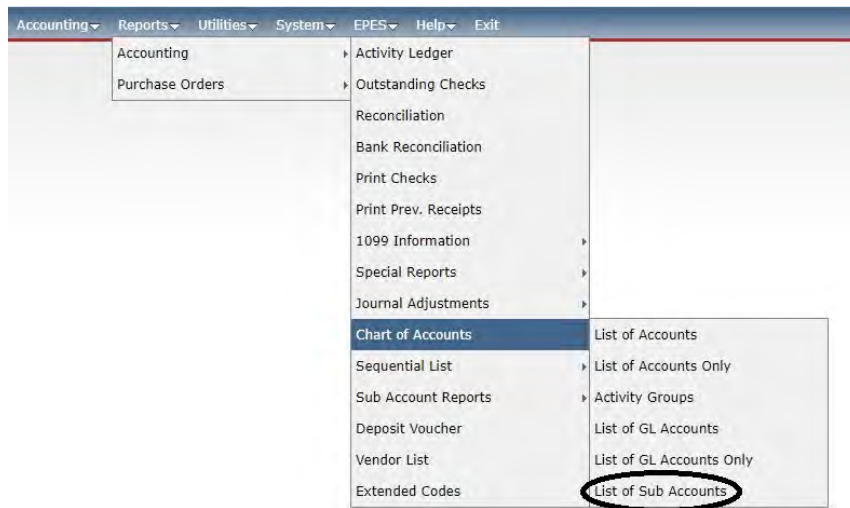


The screenshot shows the 'List of Accounts' report configuration screen. The screen has a menu bar at the top with 'Accounting', 'Reports', 'Utilities', 'System', 'EPES', 'Help', and 'Exit'. Below the menu bar, the title 'List of Accounts' is displayed. There are three buttons: 'Preview', 'Print', and 'Close'. Below these buttons are two text input fields: 'Report Title' and 'Report Saved Name'. The main area is divided into three sections: 'Fields', 'Operators', and 'Compare to'. The 'Fields' section has a list box with 'Activity Account', 'Account Name', and 'Account Advisor'. The 'Operators' section has a list box with 'Equal to', 'Greater Than', 'Less than', 'Between', and 'OR'. The 'Compare to' section has a text input field and four buttons: 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. Below these sections are two tabs: 'Report Conditions' and 'Saved Reports'. The 'Report Conditions' tab is active, showing a large empty text area. At the bottom, there are two sections: 'Report Type' and 'Sort Order'. The 'Report Type' section has two radio buttons: 'by Account #' (selected) and 'by Account Name'. The 'Sort Order' section has two radio buttons: 'Ascending' (selected) and 'Descending'.





The screenshot shows the 'List of GL Accounts' report configuration window. At the top, there are buttons for 'Preview', 'Print', and 'Close'. Below these are input fields for 'Report Title' and 'Report Saved Name'. The main area is divided into three sections: 'Fields', 'Operators', and 'Compare to'. The 'Fields' section contains a list with 'GL Acct Name' and 'GL Account'. The 'Operators' section contains a list with 'Equal to', 'Greater Than', 'Less than', 'Begins with', 'Contain', 'Ends with', and 'OR'. The 'Compare to' section contains a text input field and buttons for 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. At the bottom, there are tabs for 'Report Conditions' and 'Saved Reports', with 'Report Conditions' currently selected. Below the tabs is a large empty text area.



Accounting Reports Utilities System EPES Help Exit

### List of Sub Accounts

Preview Print Close

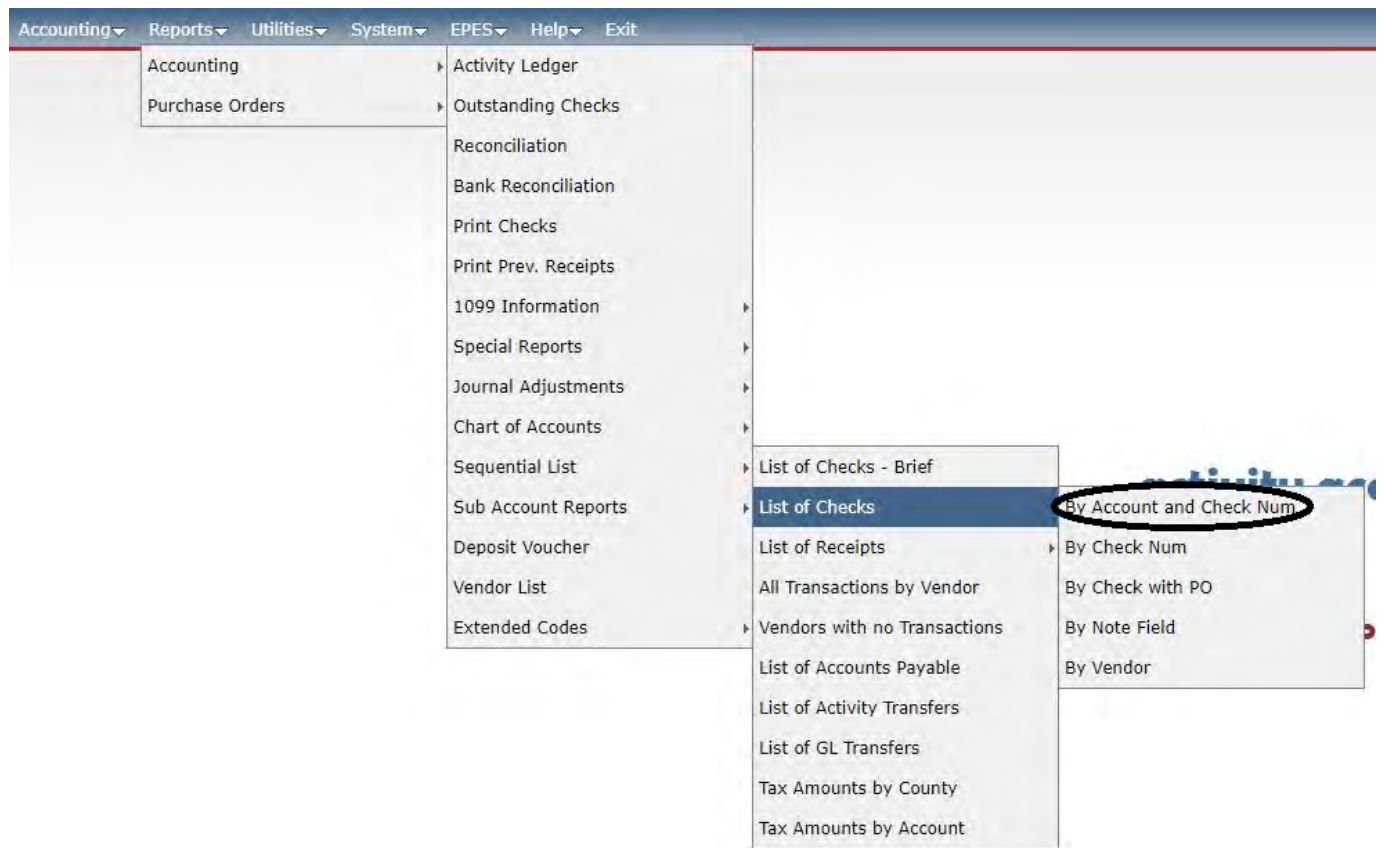
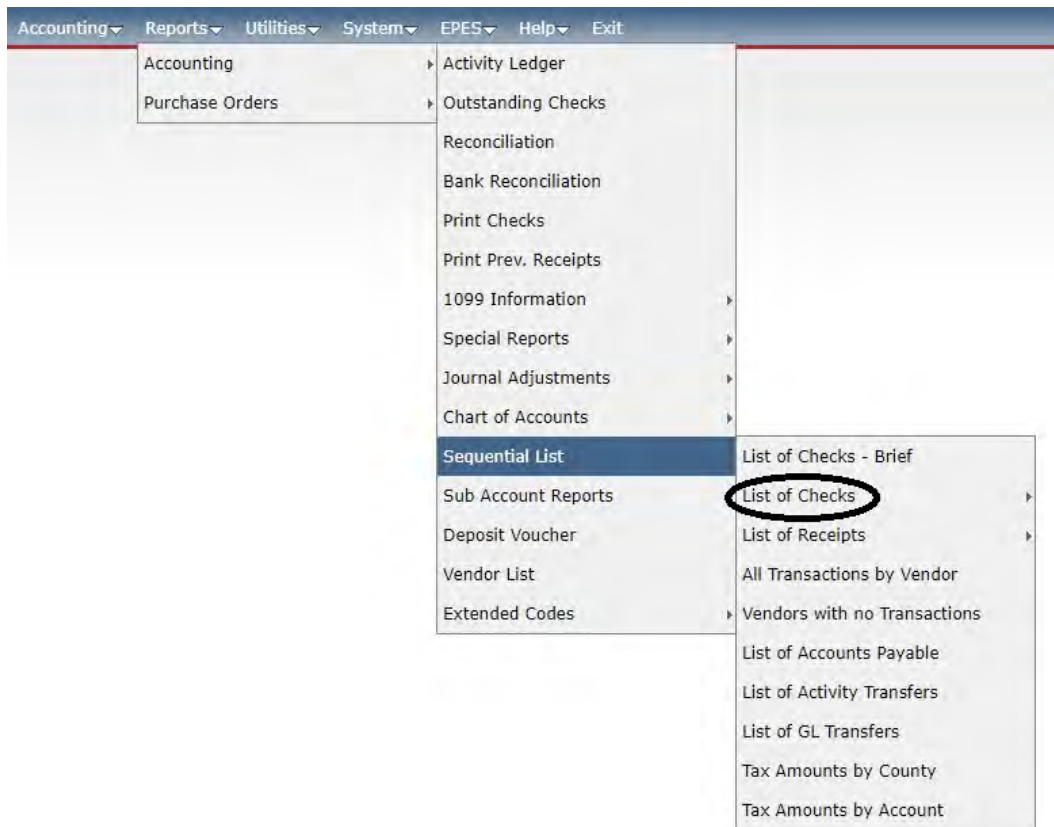
Report Title

Report Saved Name

Fields	Operators	Compare to
Sub Account	Equal to	<input type="text"/>
Sub Account Name	Greater Than	
	Less than	
	Between	
	OR	

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports



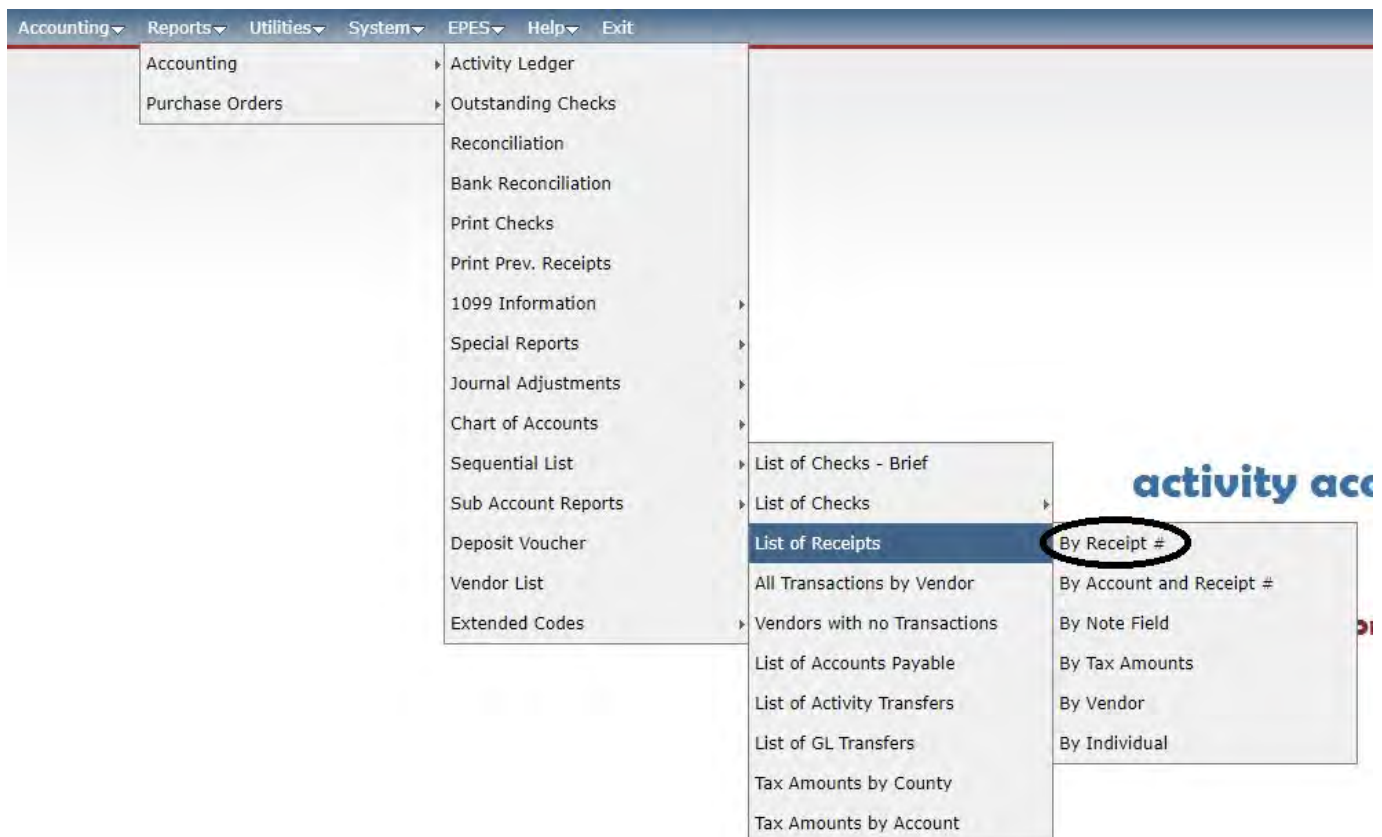
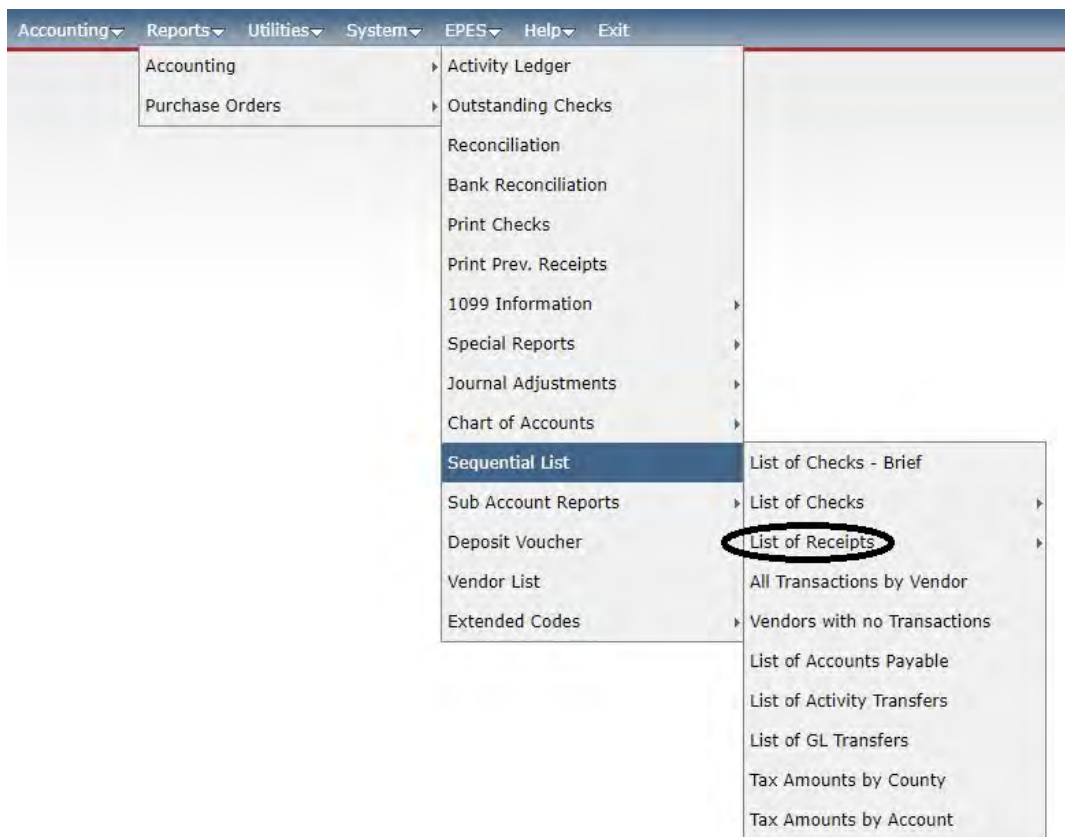


List of Checks by Account and Check #

Report Title

Report Saved Name

Fields	Operators	Compare to
Activity Account	Equal to	<input type="text"/>
Date	Greater Than	
Check	Less than	
Vendor Code	Between	
Date Canceled	OR	
GL Acct		<input type="button" value="Add Condition"/>
P.O. Number		<input type="button" value="Remove"/>
Invoice No.		<input type="button" value="Clear All"/>
Amount		<input type="button" value="Save Rpt"/>
Tax Amount		
Tax 1099		



List of Receipts by Receipt

Preview Print Export To Excel Close

Report Title

Report Saved Name

Fields	Operators	Compare to
Account	Equal to	
Date	Greater Than	
GL Account	Less than	
Recpt No	Between	
Vendor Code	OR	
Total Amount		
Note		
Payment Type		
Individual		

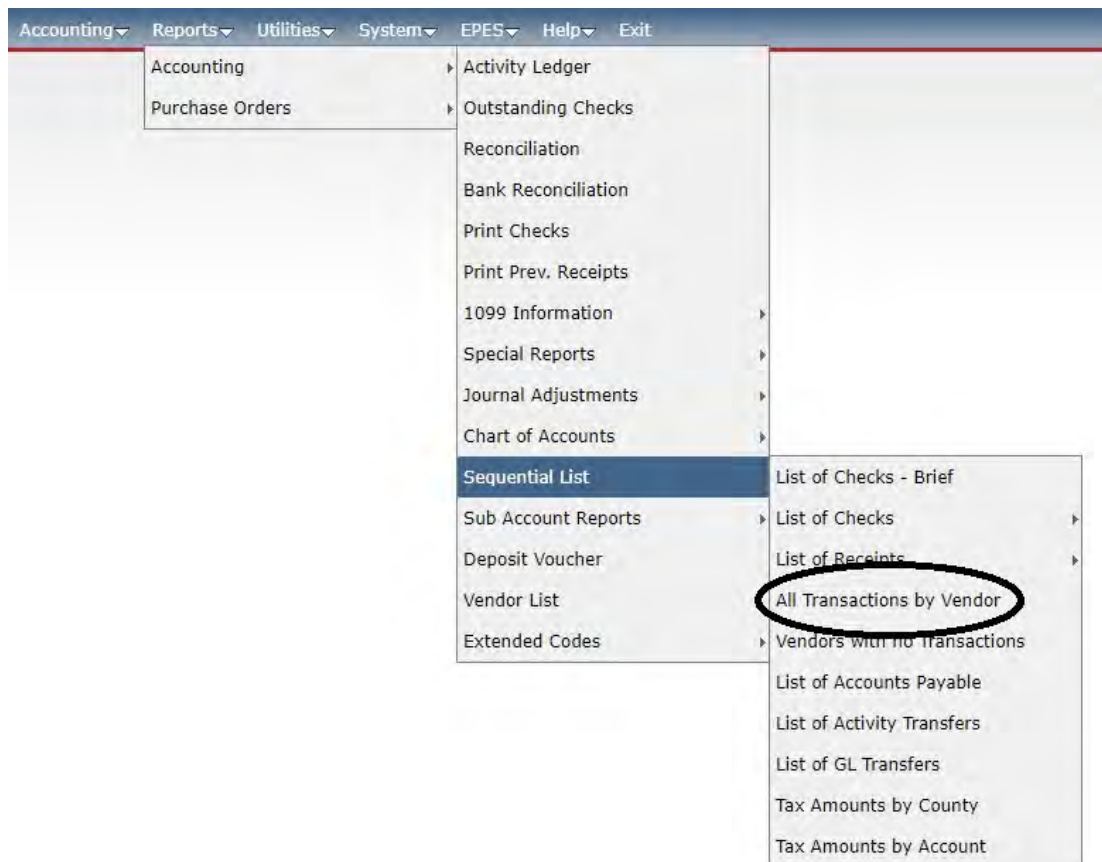
Add Condition

Remove

Clear All

Save Rpt

Report Conditions Saved Reports



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### All Transactions by Vendor

Preview Print Close

Report Title

Date Range From 11/01/2017 To 11/30/2017

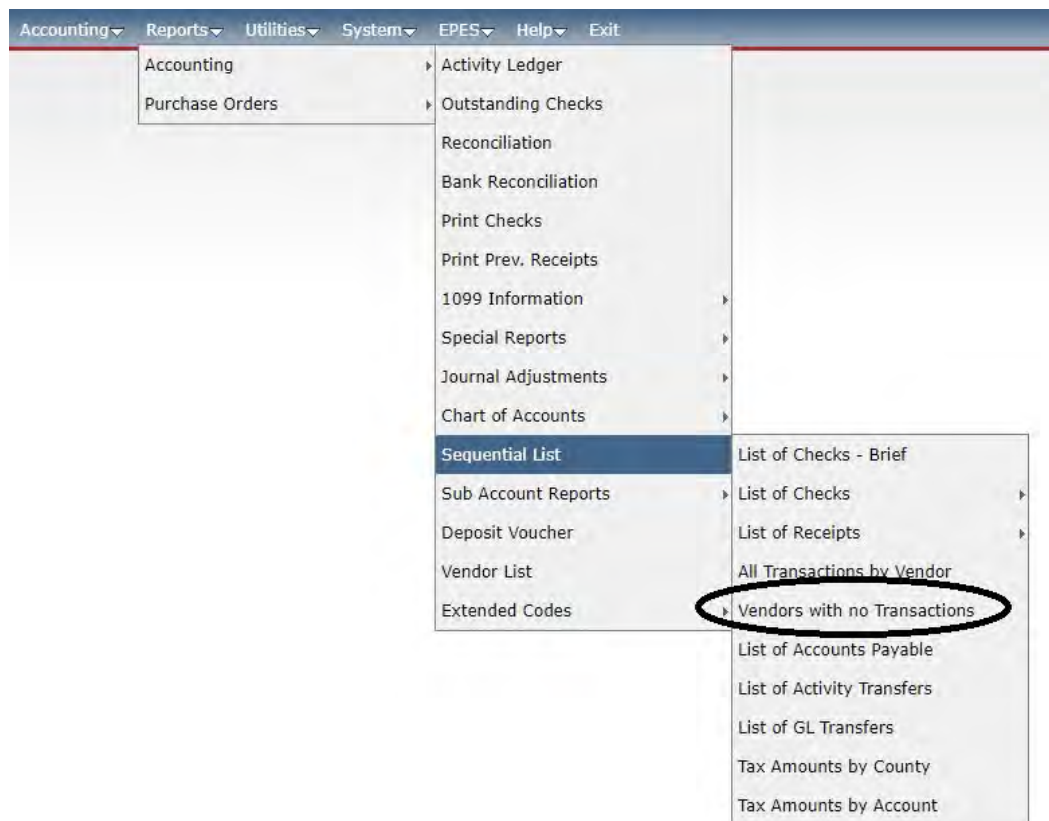
Account Range 1 999999

Sub Acct Range 0 999999

☒ All Vendors  
☐ Range of Vendors

Vendor Code (From - To)  
AAA - TRIPLE A PLUMBING - AAA - TRIPLE A PLUMBING

Sort By:  
☐ Sort By Attention Field  
☐ Sort By Vendor Name  
☒ Sort By Vendor Code  
☐ Separate page each vendor



Accounting Reports Utilities System EPES Help Exit

### List of Vendors with No Transactions

Preview Print Close

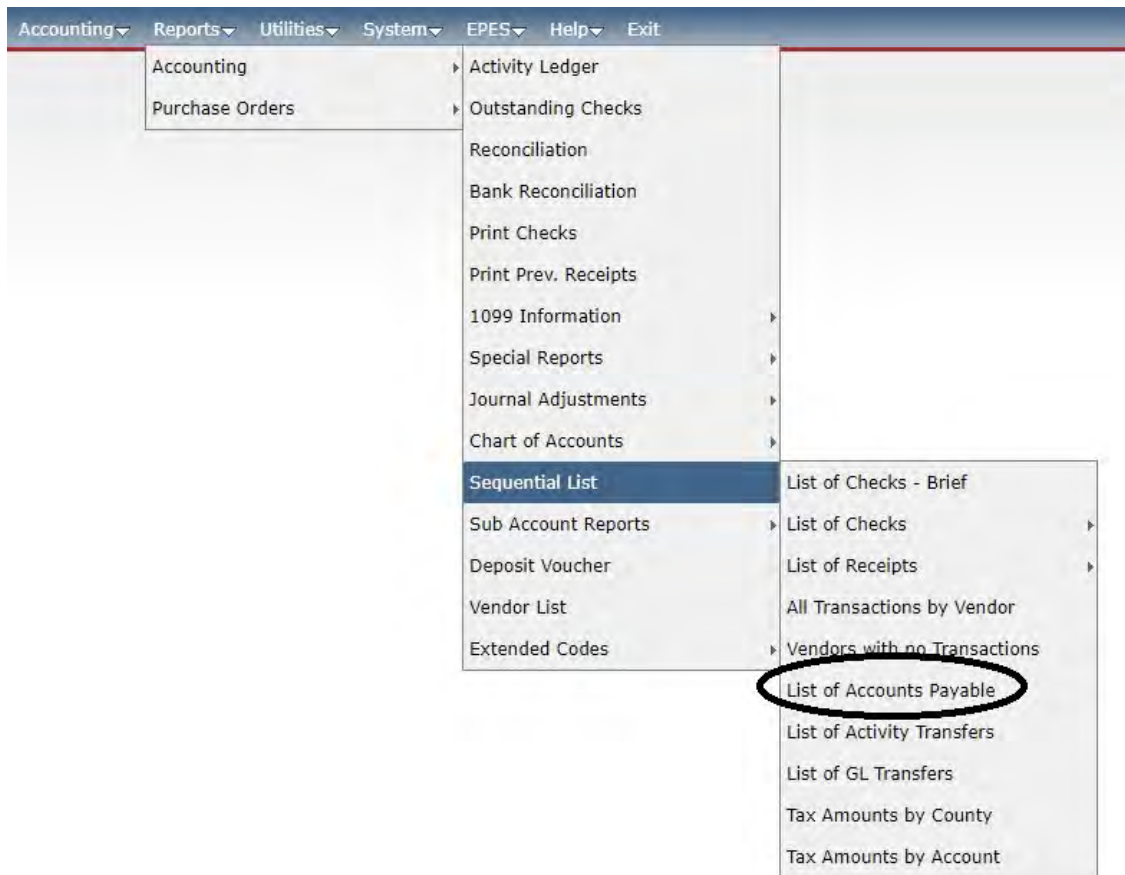
Report Title

Report Saved Name

Fields	Operators	Compare to
Vendor Code	Equal to	<input type="text"/>
Vendor Name	Greater Than	
	Less than	
	Begins with	
	Contain	
	Ends with	
	OR	

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports



The screenshot shows the 'List of Accounts Payable' report configuration screen. It includes fields for 'Report Title' and 'Report Saved Name', and buttons for 'Preview', 'Print', 'Export To Excel', and 'Close'. Below these are three columns: 'Fields', 'Operators', and 'Compare to'. The 'Fields' column lists 'Account', 'Invoice', 'Purchase', 'Date', 'Vendor code', 'Amount', and 'Total Amount'. The 'Operators' column lists 'Equal to', 'Greater Than', 'Less than', 'Between', and 'OR'. The 'Compare to' column has a text input field and buttons for 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. At the bottom, there are tabs for 'Report Conditions' and 'Saved Reports', and a large empty text area.

**List of Accounts Payable**

Preview Print Export To Excel Close

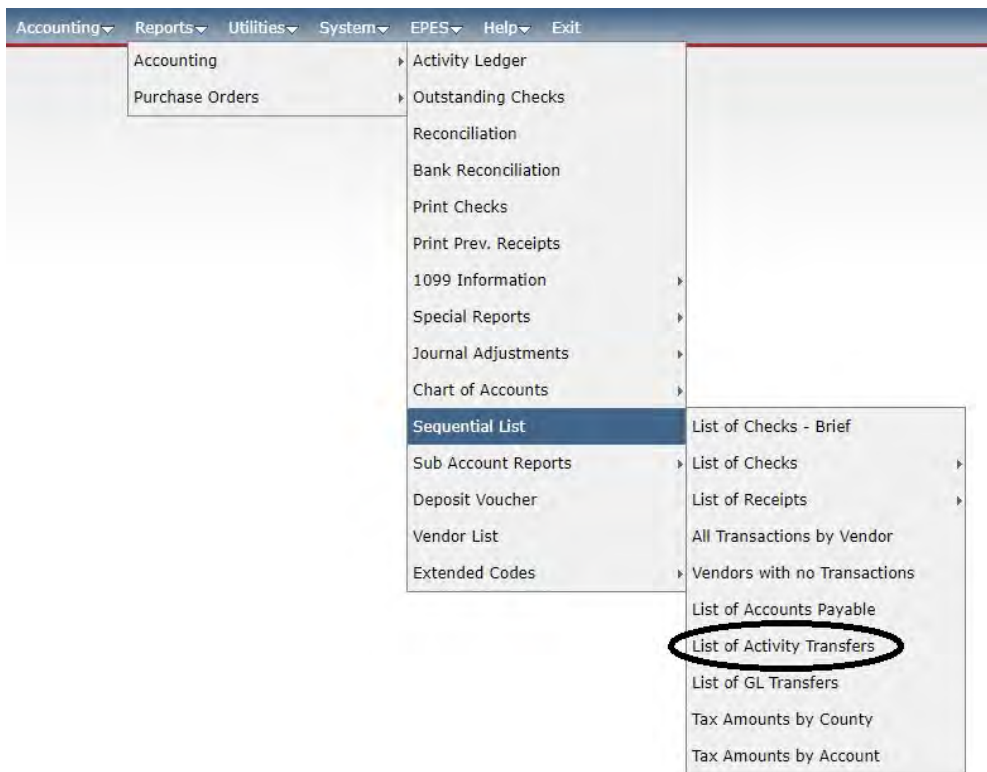
Report Title

Report Saved Name

Fields	Operators	Compare to
Account	Equal to	<input type="text"/>
Invoice	Greater Than	
Purchase	Less than	
Date	Between	
Vendor code	OR	
Amount		
Total Amount		

Report Conditions Saved Reports





The screenshot shows the 'List of Activity Transfers' report configuration screen. It includes a title bar with menu options, a title, action buttons, and input fields for report parameters.

**List of Activity Transfers**

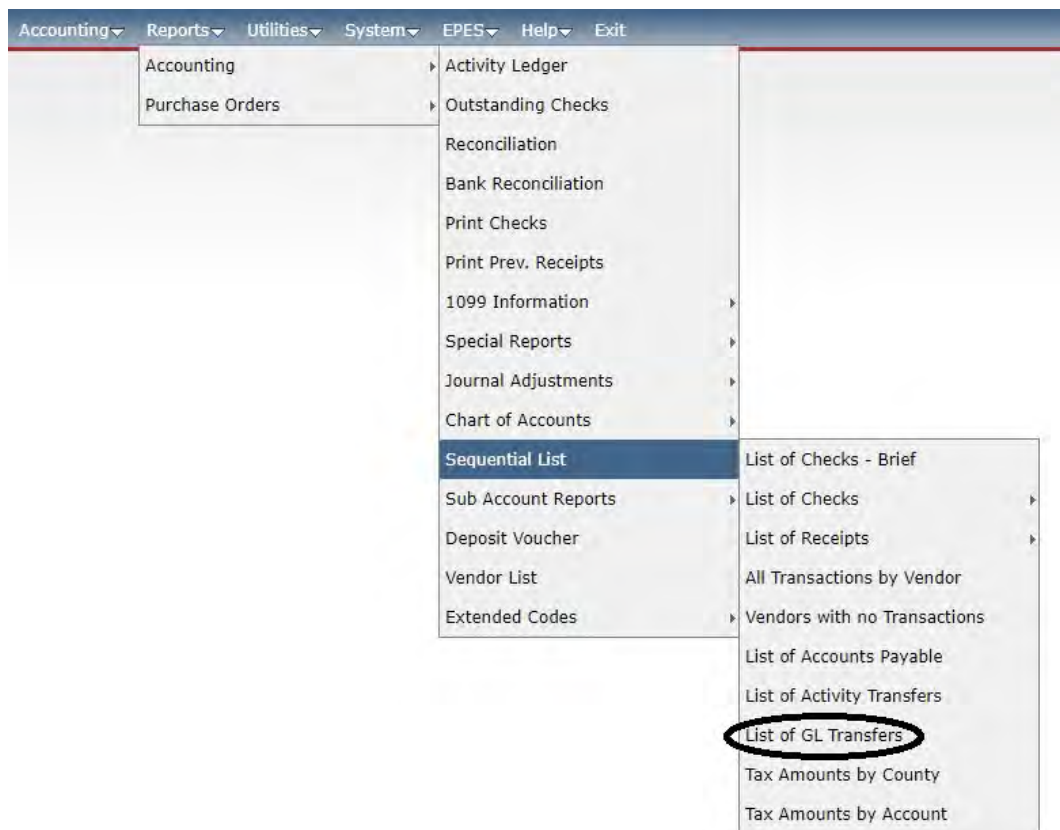
Preview Print Export To Excel Close

Report Title

Date Range (From)

Date Range (To)

Account Range (From - To)  -



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### List of GL Transfers

Preview Print Export To Excel Close

Report Title

Report Saved Name

Fields	Operators	Compare to
Document	Equal to	<input type="text"/>
Date	Greater Than	
From GL Acct	Less than	
To GL Acct	Begins with	
Amount	Contain	
	Ends with	
	OR	

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports

Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

Accounting  
Purchase Orders

Activity Ledger  
Outstanding Checks  
Reconciliation  
Bank Reconciliation  
Print Checks  
Print Prev. Receipts  
1099 Information  
Special Reports  
Journal Adjustments  
Chart of Accounts  
**Sequential List**  
Sub Account Reports  
Deposit Voucher  
Vendor List  
Extended Codes

List of Checks - Brief  
List of Checks  
List of Receipts  
All Transactions by Vendor  
Vendors with no Transactions  
List of Accounts Payable  
List of Activity Transfers  
List of GL Transfers  
**Tax Amounts by County**  
Tax Amounts by Account

Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

### List of Tax Amount by County

Preview Print Close

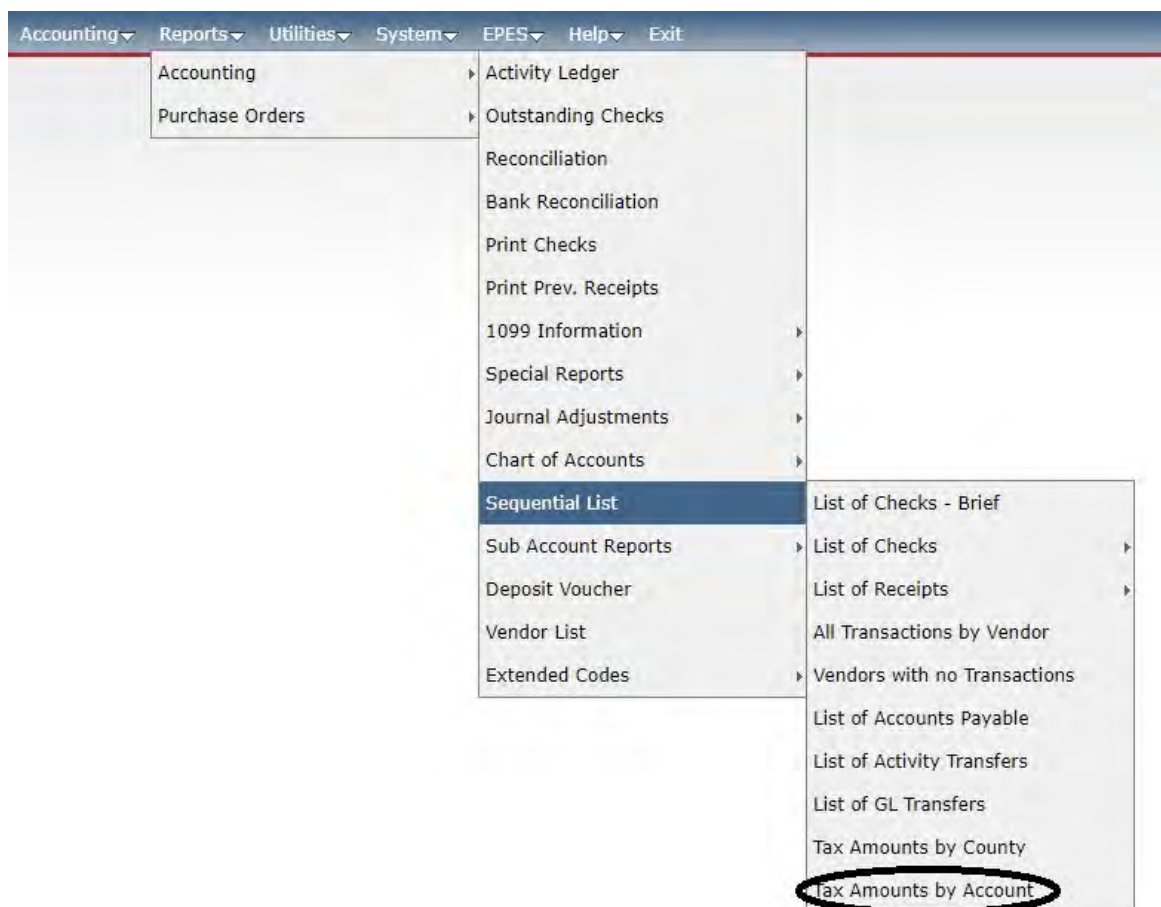
Report Title

Report Saved Name

Fields	Operators	Compare to
Total Amount	Equal to	<input type="text"/>
Vendor code	Greater Than	
Tax Amount	Less than	
Amount	Between	
Vendor name	OR	
County ID		
DATE		

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

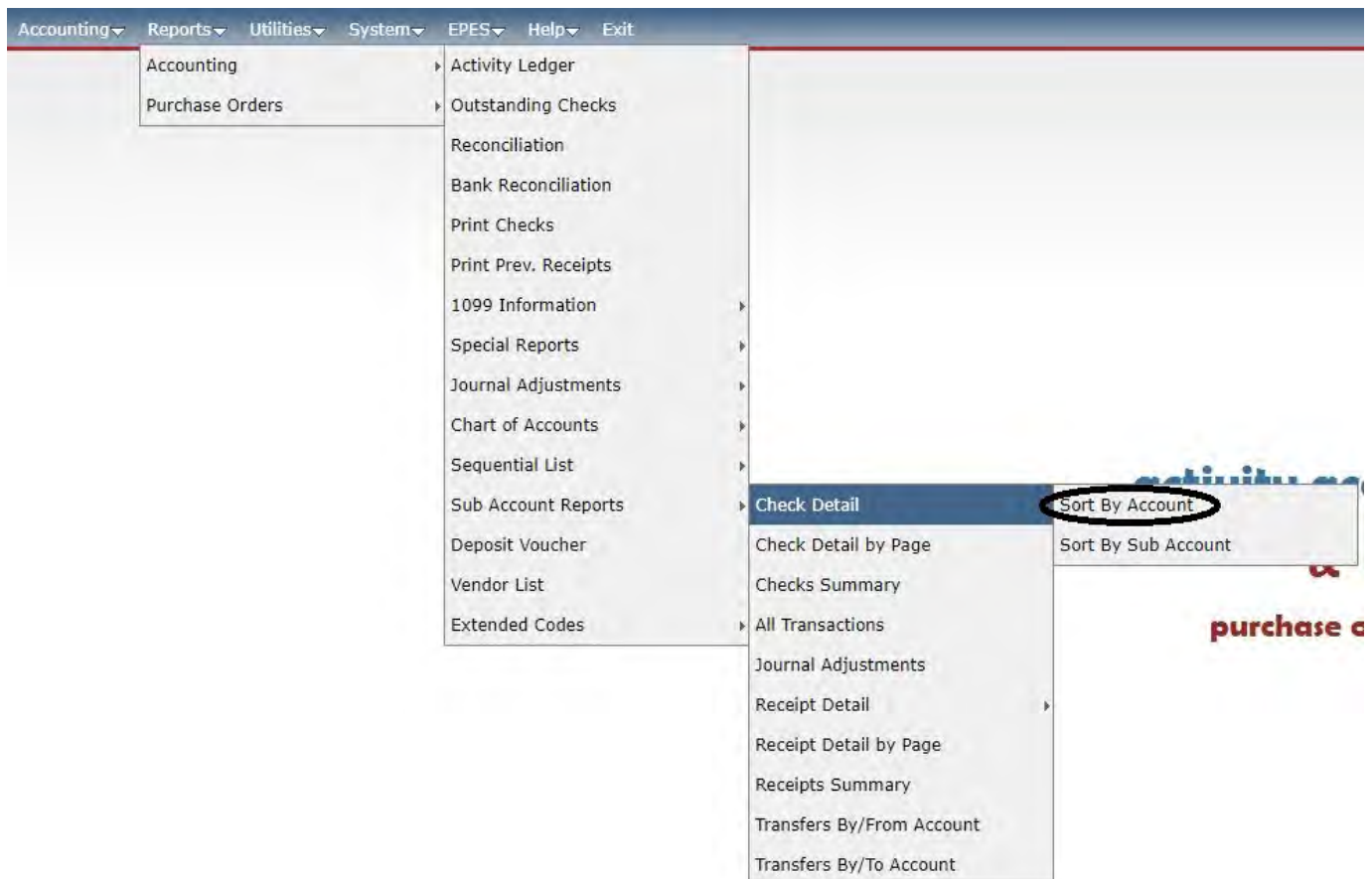
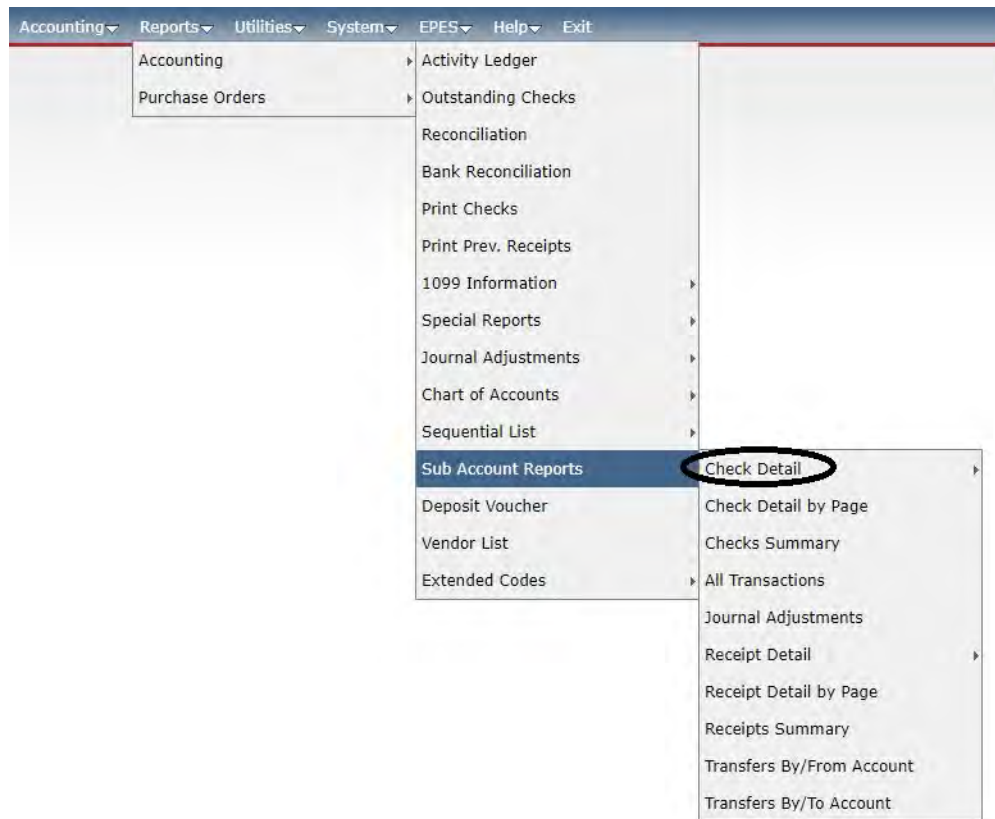
### Tax Amounts by Account

Report Title

Enter Date Range:

From:

To:





Accounting▼
Reports▼
Utilities▼
System▼
EPES▼
Help▼
Exit

List of Checks by Account / Sub Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview
Print
Export to Excel
Close

Report Title

Report Saved Name

Fields

Account
Invoice
Note
Purchase
Date
Check No
Sub Acct
Vendor Code

Operators

Equal to
Greater Than
Less than
Between
OR

Compare to

Add Condition

Remove

Clear All

Save Rpt

Report Conditions
Saved Reports

Accounting▼
Reports▼
Utilities▼
System▼
EPES▼
Help▼
Exit

List of Checks by Sub Account / Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview
Print
Export to Excel
Close

Report Title

Report Saved Name

Fields

Account
Sub Acct
Check No
Date
Purchase
Invoice
Vendor Code
Note

Operators

Equal to
Greater Than
Less than
Between
OR

Compare to

Add Condition

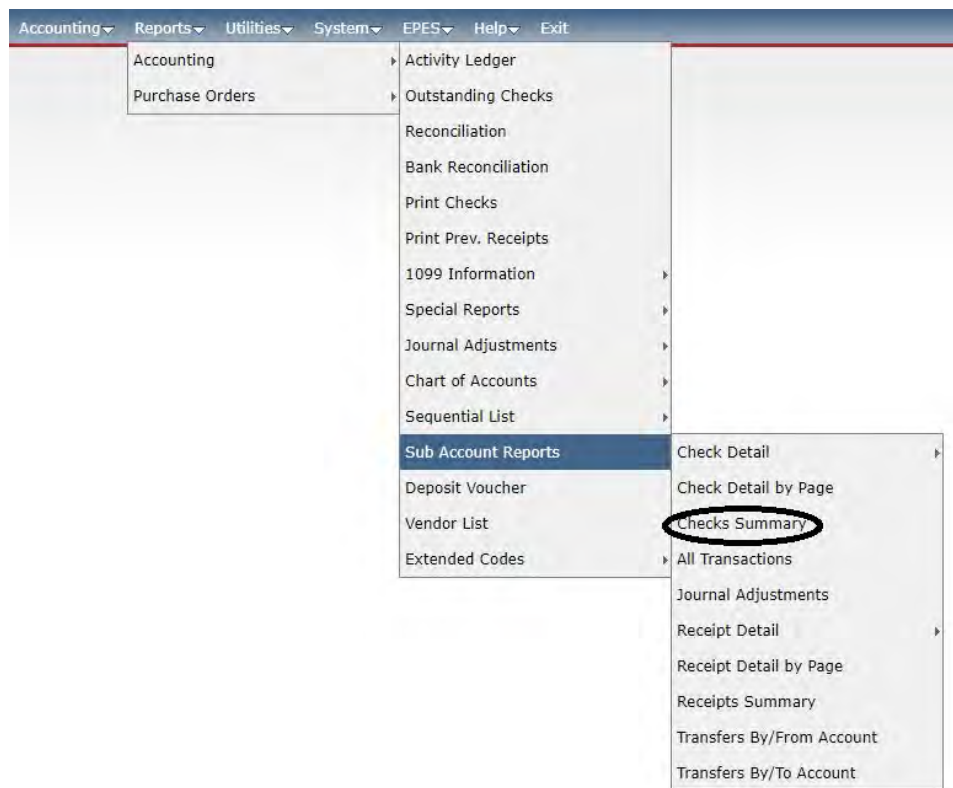
Remove

Clear All

Save Rpt

Report Conditions
Saved Reports





Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### Summary of Checks by Sub Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview Print Export to Excel Close

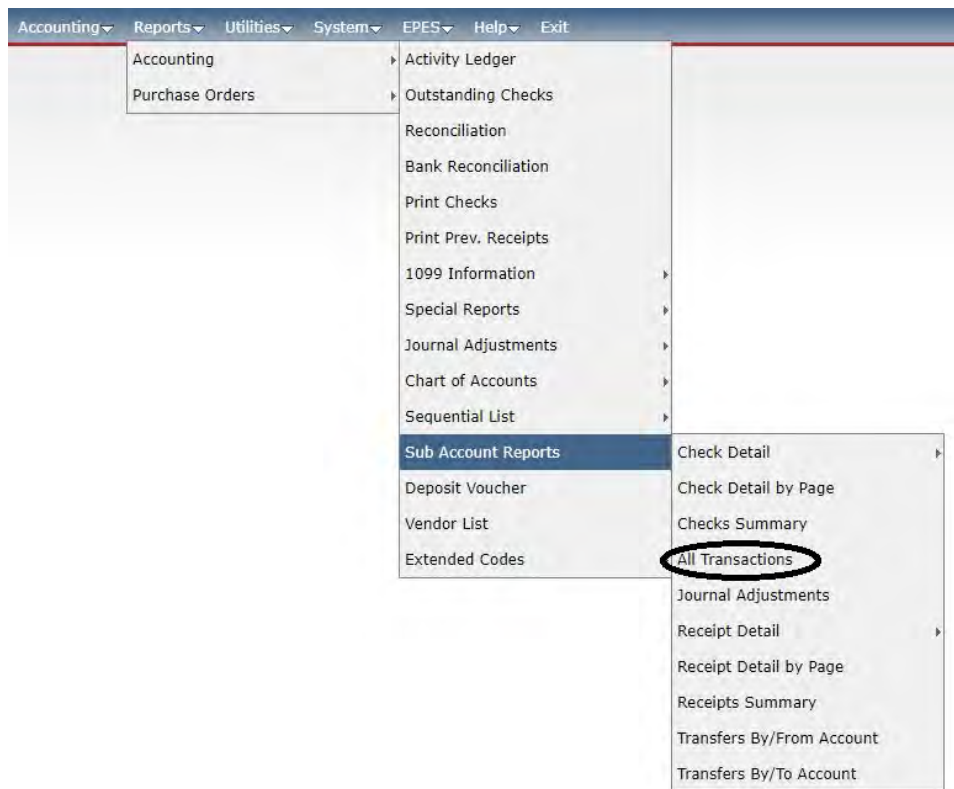
Report Title

Report Saved Name

Fields	Operators	Compare to
Account	Equal to	<input type="text"/>
Sub Acct	Greater Than	
CHECK NO	Less than	
Date	Between	
Purchase	OR	
Invoice		
Vendor code		
Note		

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

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### Sub Accounts List of All Transactions

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview Print Export To Excel Close

Title:

From What Date:

To What Date:

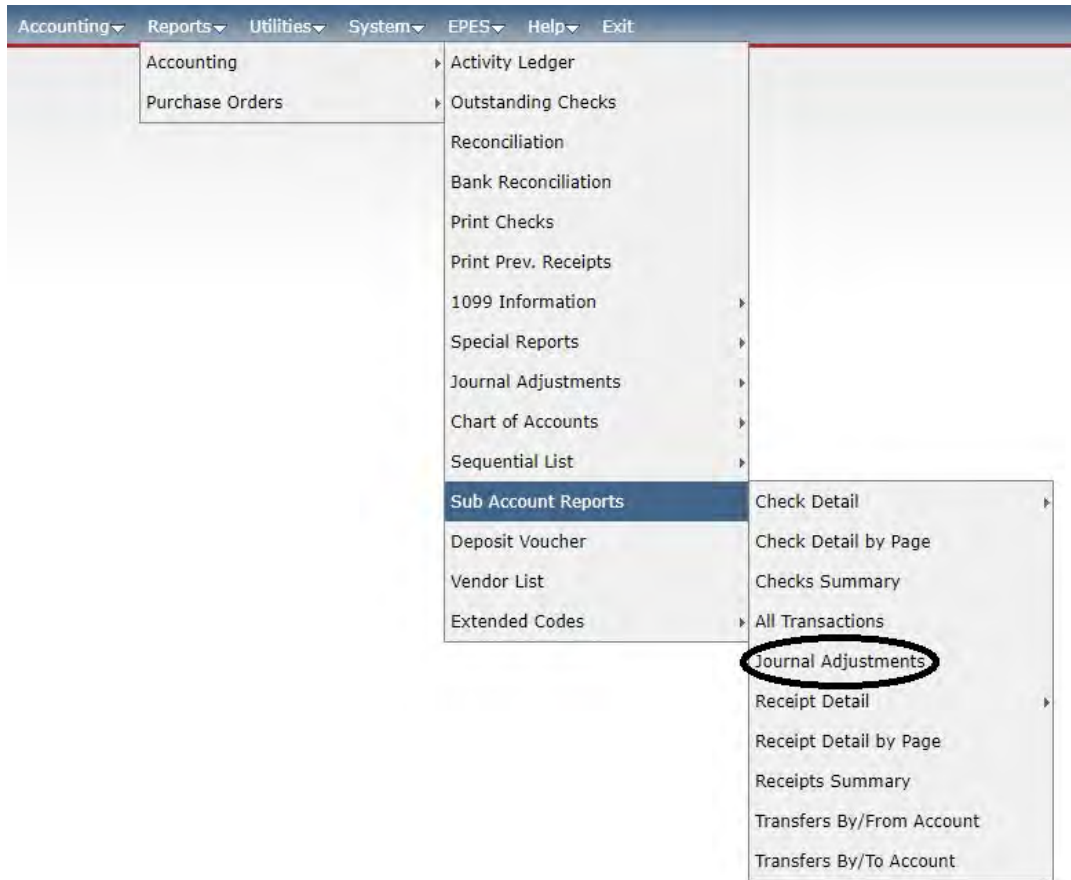
From Account:  ▼

To Account:  ▼

From SubAccount:  ▼

To SubAccount:  ▼

- ☒ List by Account, Sub Account
- ☐ List by Sub Account, Account
- ☐ Summary by Account, Sub Account
- ☐ Summary by Sub Account, Account
- ☐ Separate page each account



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### List of Journal Adjustments

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Title:

From What Date:

To What Date:

From What Account:

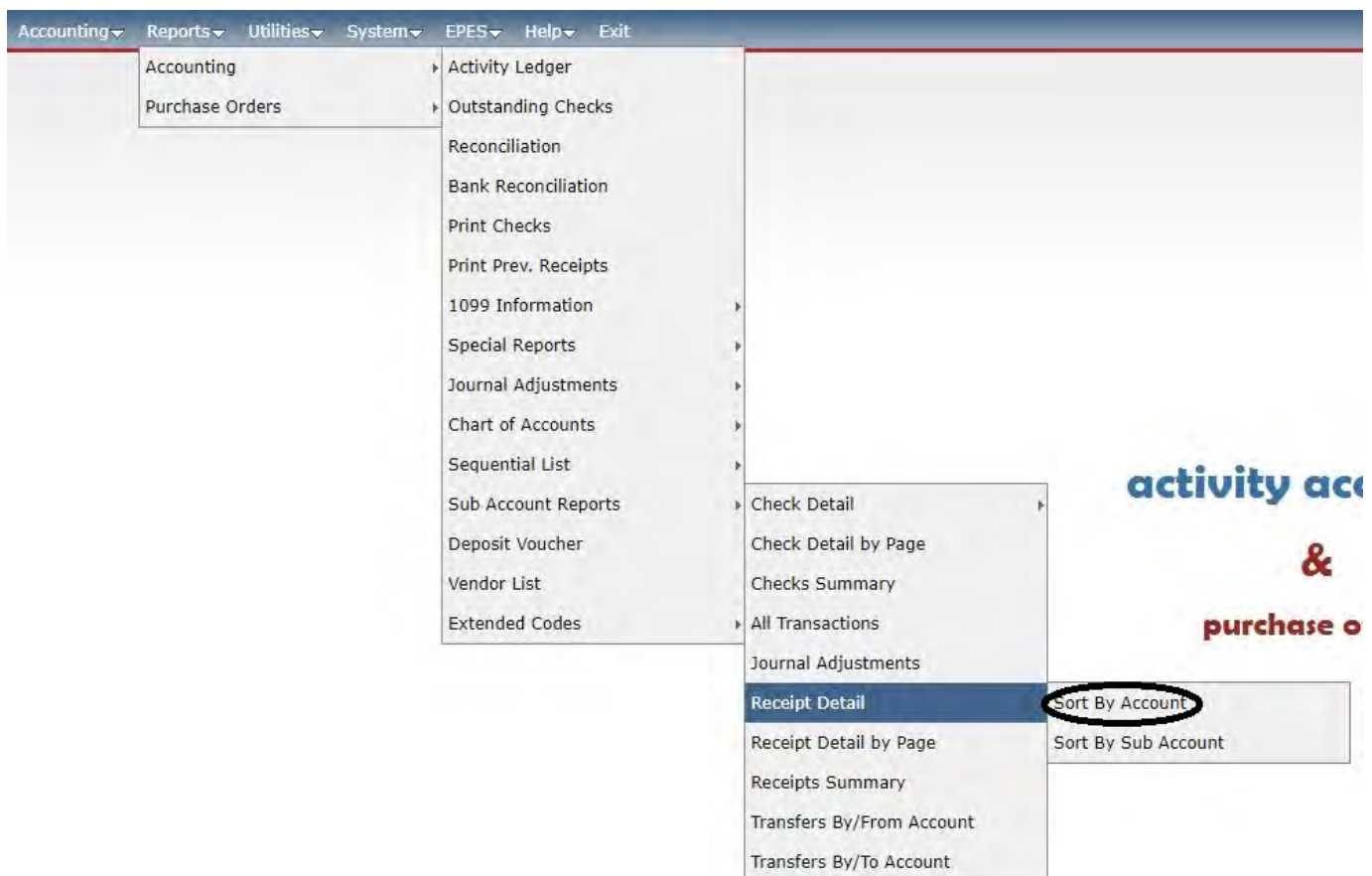
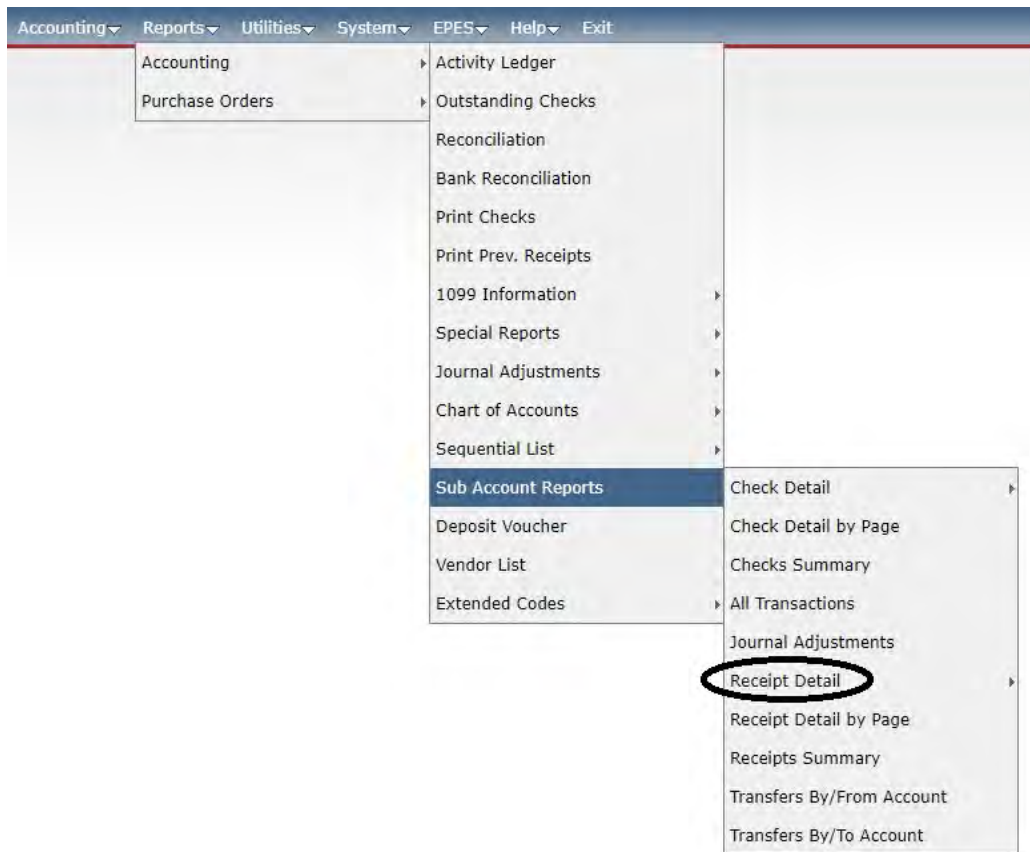
To What Account:

From What Subaccount:

To What Subaccount:

☒ Print Expense adjustments

☐ Print Income adjustments





## List of Receipts by Account / Sub Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview Print Export to Excel Close

Report Title Report Saved Name 

## Fields

Activity Account  
Note  
Date  
Recpt No  
Sub Acct  
Amount

## Operators

Equal to  
Greater Than  
Less than  
Between  
OR

## Compare to

Add Condition  
Remove  
Clear All  
Save Rpt

Report Conditions Saved Reports

## List of Receipts by Sub Account / Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview Print Export to Excel Close

Report Title Report Saved Name 

## Fields

Activity Account  
Sub Acct  
Date  
Note  
Recpt No  
Amount

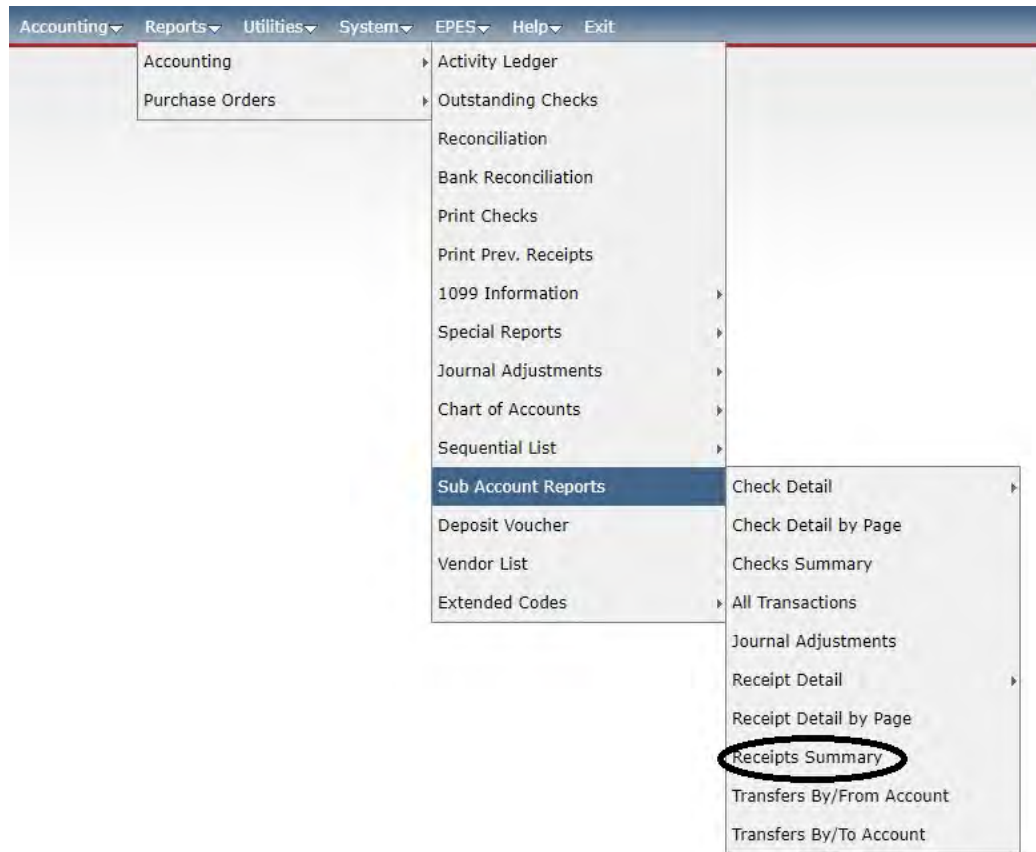
## Operators

Equal to  
Greater Than  
Less than  
Between  
OR

## Compare to

Add Condition  
Remove  
Clear All  
Save Rpt

Report Conditions Saved Reports



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### Summary of Receipts by Sub Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview Print Export to Excel Close

Report Title

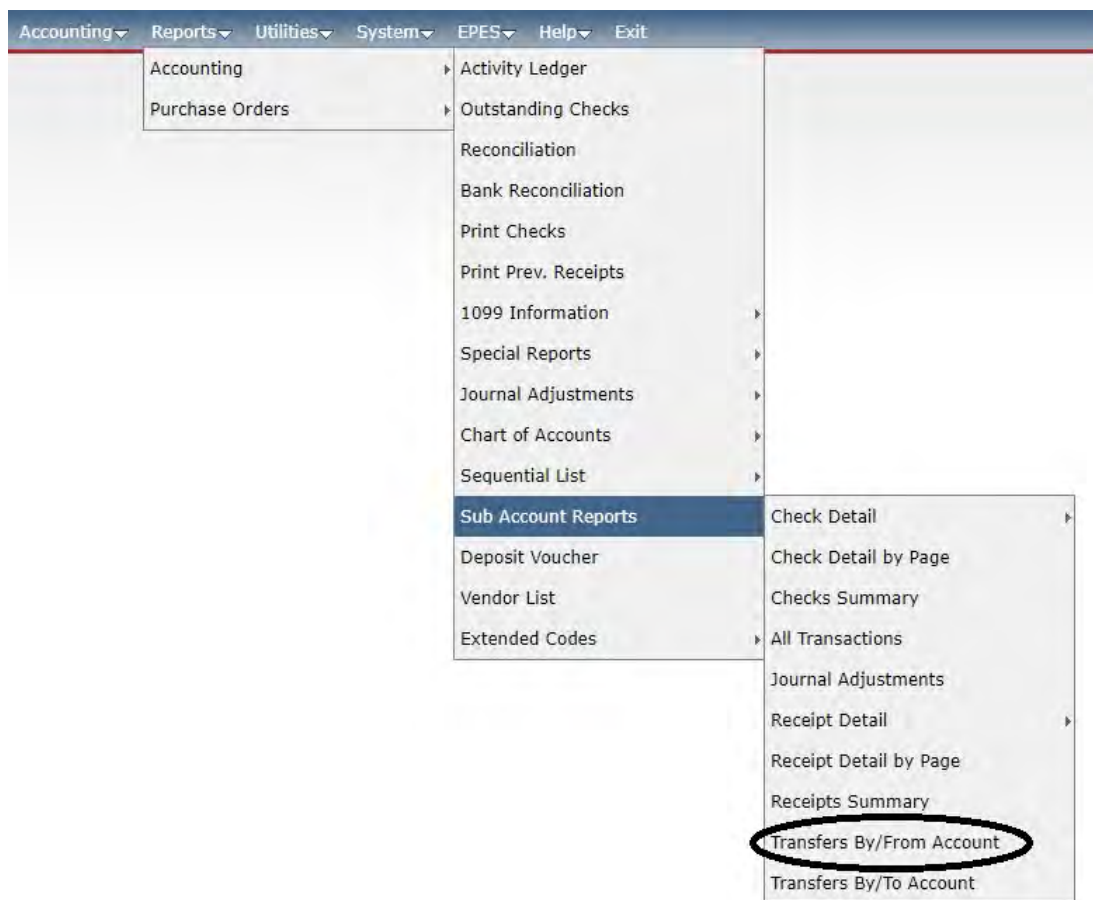
Report Saved Name

Fields	Operators	Compare to
Activity Account	Equal to	<input type="text"/>
Sub Acct	Greater Than	
DATE	Less than	
NOTE	Between	
RECPT NO	OR	
AMOUNT		
Vendor Code		

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports





Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

### List of Transfers by From Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

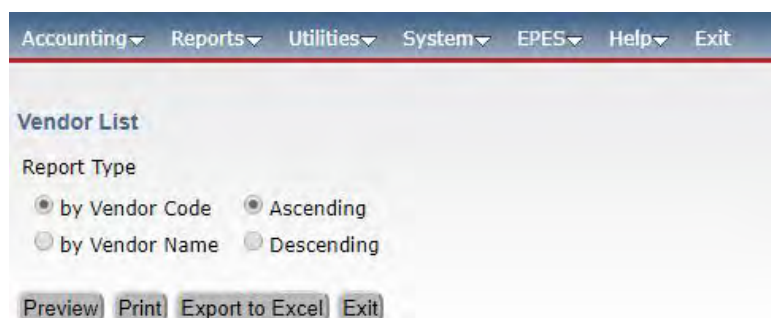
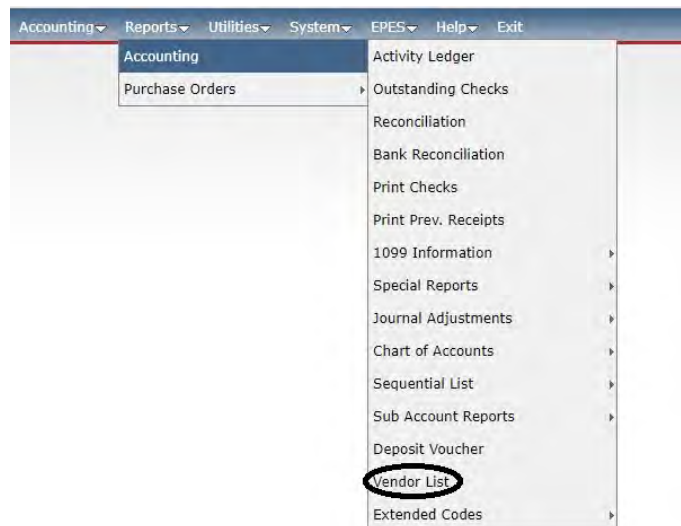
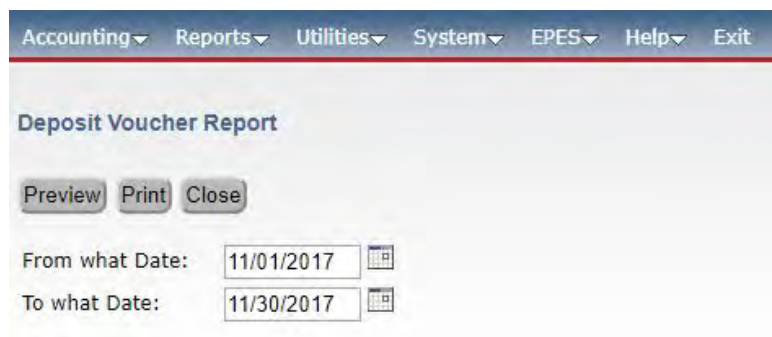
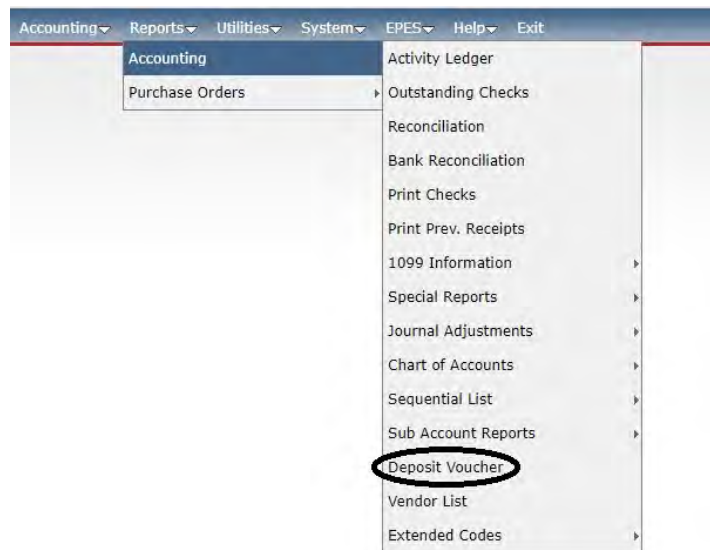
Preview Print Export to Excel Close

Report Title

Report Saved Name

Fields	Operators	Compare to
From Acct	Equal to	<input type="text"/>
To Acct	Greater Than	
From Subacct	Less than	
To Subacct	Between	
Amount	OR	
Account Name		
Date		
Document		
Note		

Report Conditions Saved Reports



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

Accounting

Purchase Orders

Activity Ledger

Outstanding Checks

Reconciliation

Bank Reconciliation

Print Checks

Print Prev. Receipts

1099 Information

Special Reports

Journal Adjustments

Chart of Accounts

Sequential List

Sub Account Reports

Deposit Voucher

Vendor List

Extended Codes

Expense Code Listing

Revenue Code Listing

Accounts Payable

Checks Paid

Purchase Orders

Receipts

Activity Transfers

Journal Adjustment - Expense

Journal Adjustment - Income

Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### Extended Code Report - Accounts Payable

Preview Print Export To Excel Close

From Which Date 11/01/2017

To Which Date 11/30/2017

From Acct: 1

To Acct: 999999999

From Which Code: To Which Code:

EXPENSE 1	1	999999999
EXPENSE 2	1	999999999
EXPENSE 3	1	999999999
EXPENSE 4	1	999999999
EXPENSE 5	1	999999999
EXPENSE 6	1	999999999
EXPENSE 7	1	999999999
EXPENSE 8	1	999999999
EXPENSE 9	1	999999999
EXPENSE 10	1	999999999

Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

Accounting ▾  
Purchase Orders ▾

Activity Ledger  
Outstanding Checks  
Reconciliation  
Bank Reconciliation  
Print Checks  
Print Prev. Receipts  
1099 Information  
Special Reports  
Journal Adjustments  
Chart of Accounts  
Sequential List  
Sub Account Reports  
Deposit Voucher  
Vendor List  
**Extended Codes**

Expense Code Listing  
Revenue Code Listing  
Accounts Payable  
**Checks Paid**  
Purchase Orders  
Receipts  
Activity Transfers  
Journal Adjustment - Expense  
Journal Adjustment - Income

Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

### Extended Code Report - Checks

Preview Print Export To Excel Close

From Which Date: 11/01/2017

To Which Date: 11/30/2017

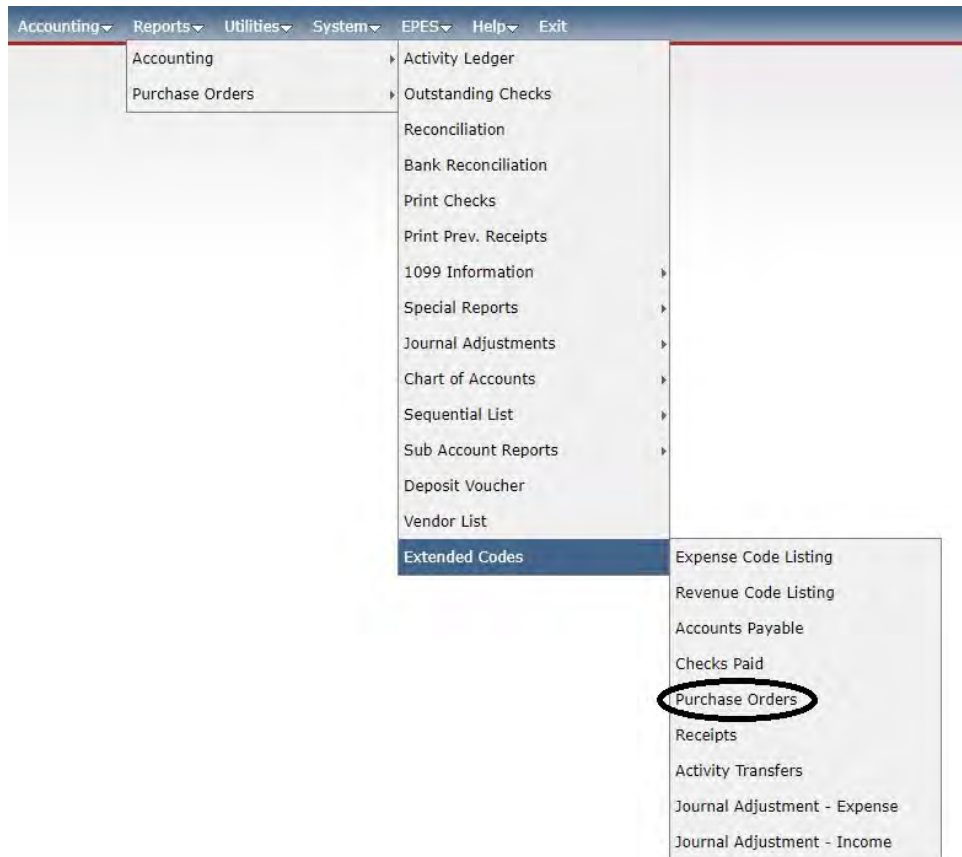
From Acct: 1 ▾

To Acct: 999999999 ▾

From Which Code: To Which Code:

EXPENSE 1	1 ▾	999999999 ▾
EXPENSE 2	1 ▾	999999999 ▾
EXPENSE 3	1 ▾	999999999 ▾
EXPENSE 4	1 ▾	999999999 ▾
EXPENSE 5	1 ▾	999999999 ▾
EXPENSE 6	1 ▾	999999999 ▾
EXPENSE 7	1 ▾	999999999 ▾
EXPENSE 8	1 ▾	999999999 ▾
EXPENSE 9	1 ▾	999999999 ▾
EXPENSE 10	1 ▾	999999999 ▾

☐ Sort by Check Number



Accounting Reports Utilities System EPES Help Exit

### Extended Code Report - Purchase Orders

Preview Print Export To Excel Close

From Which Date: 11/01/2017

To Which Date: 11/30/2017

From Acct: 1

To Acct: 999999999

From Which Code: To Which Code:

EXPENSE 1	1	999999999
EXPENSE 2	1	999999999
EXPENSE 3	1	999999999
EXPENSE 4	1	999999999
EXPENSE 5	1	999999999
EXPENSE 6	1	999999999
EXPENSE 7	1	999999999
EXPENSE 8	1	999999999
EXPENSE 9	1	999999999
EXPENSE 10	1	999999999



Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

Accounting ▾

Purchase Orders ▾

Activity Ledger

Outstanding Checks

Reconciliation

Bank Reconciliation

Print Checks

Print Prev. Receipts

1099 Information ▾

Special Reports ▾

Journal Adjustments ▾

Chart of Accounts ▾

Sequential List ▾

Sub Account Reports ▾

Deposit Voucher

Vendor List

Extended Codes

Expense Code Listing

Revenue Code Listing

Accounts Payable

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Purchase Orders

Receipts

Activity Transfers

Journal Adjustment - Expense

Journal Adjustment - Income

Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

### Extended Code Report - Receipts

Preview Print Export To Excel Close

From Which Date 11/01/2017

To Which Date 11/30/2017

From Acct: 1

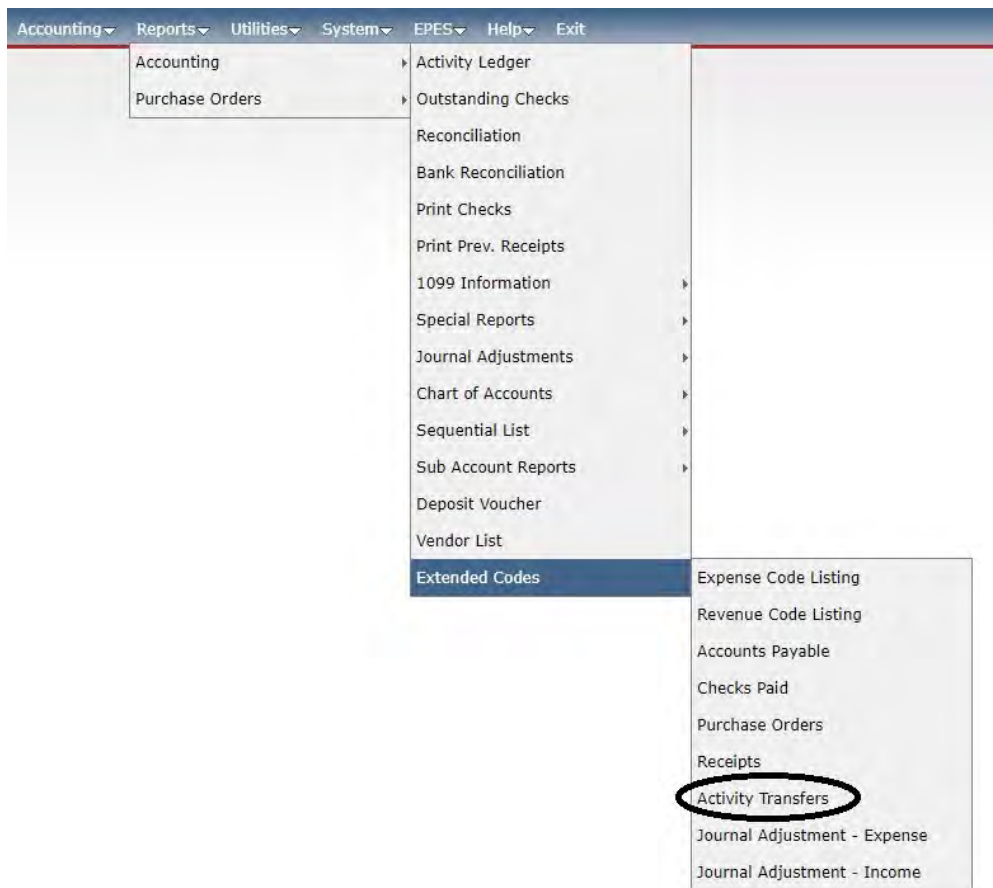
To Acct: 999999999

From Which Code: To Which Code:

REVENUE 1	1	999999999
REVENUE 2	1	999999999
REVENUE 3	1	999999999
REVENUE 4	1	999999999
REVENUE 5	1	999999999
REVENUE 6	1	999999999
REVENUE 7	1	999999999
REVENUE 8	1	999999999
REVENUE 9	1	999999999
REVENUE 10	1	999999999

☐ Sort by Receipt Number





Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### List of Activity Transfers

Preview Print Close Export To Excel

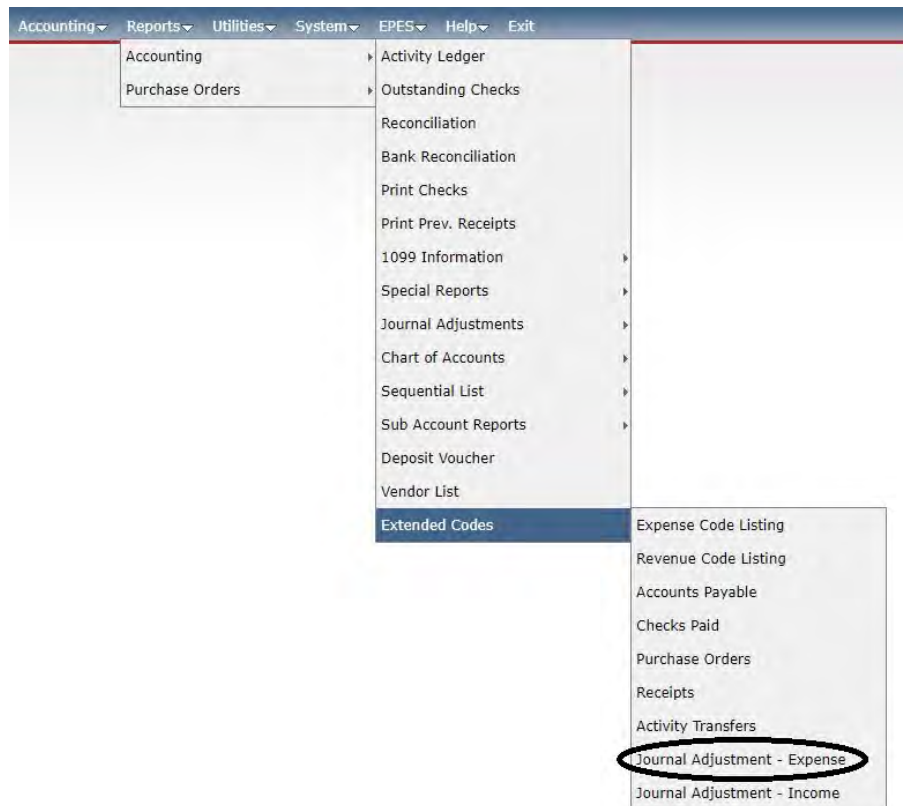
Title:

From Which Date:

To Which Date:

FROM: Lowest Account:

FROM: Highest Account:



Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

### Extended Code Report - Journal Adjustments - Expenses

Preview Print Close

From Which Date: 11/01/2017

To Which Date: 11/30/2017

From Acct: 1

To Acct: 999999999

	From Which Code:	To Which Code:
EXPENSE 1	1	999999999
EXPENSE 2	1	999999999
EXPENSE 3	1	999999999
EXPENSE 4	1	999999999
EXPENSE 5	1	999999999
EXPENSE 6	1	999999999
EXPENSE 7	1	999999999
EXPENSE 8	1	999999999
EXPENSE 9	1	999999999
EXPENSE 10	1	999999999

# Section P

## Enter Purchase Order

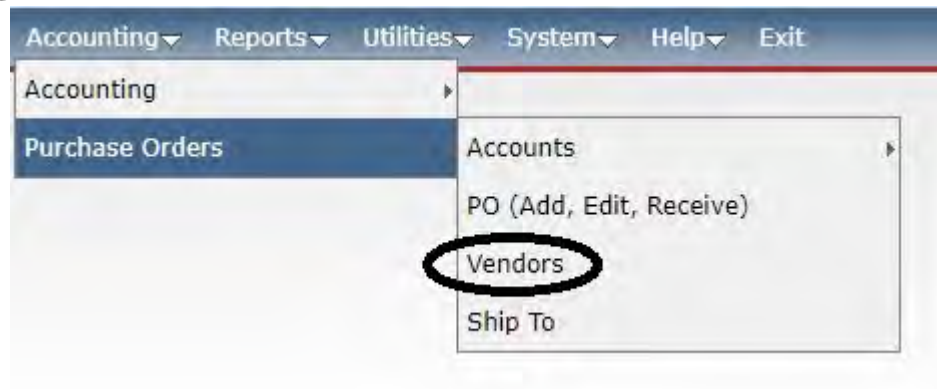
The purpose of this option is to get your Purchase Orders entered into the system. This means that you will not have to rely on remembering what purchase orders you have outstanding. The information entered in as a purchase order gets sent over to payables once it is received and posted. This means that you will only have to enter the information once.

### Add Vendor

If you are entering a P.O. and you discover that the Vendor does not exist, you can add vendors from the Purchase order menu. There is only one database of vendors. So, the vendors that are entered here are available in the Accounting section and vice versa.



Navigate to: **'Accounting/ Purchase Orders/ Vendors'**.

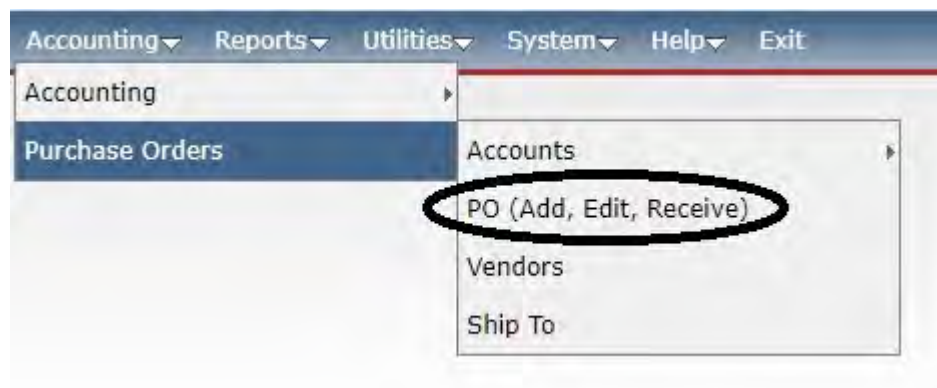


Please refer to Section D for more on how to set up a Vendor.

### Enter Purchase Order



Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**.



Click on **<Add>** to enter a new purchase order.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Purchase Orders

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	

Notes  
(Maximum of 250 characters)

Enter your PO#. Leave the 'GL Account' at 992 or your current GL Checking Account. Fill in the 'Date Ordered.' Enter in the 'Vendor Code' of who you are ordering from.

Changes will not be saved

### Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 164 G/L Account: 992 - CHECKING Date Ordered: 08/07/2017

Vendor ID: BLANK Vendor Name: MISC VENDOR

Ship To Code: 1 - Same Same Date Received:

Total Ordered: \$0.00 Total Open: \$0.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: Encumbered Bal:

There are no records matching your criteria.

Notes  
(Maximum of 250 characters)



Click on **<Add Line Item>** to enter the details of the order.

Purchase Orders Changes will not be saved

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO

Ref:  PO #:  G/L Account:  Date Ordered:

Vendor ID:  Vendor Name:

Ship To Code:   Date Received:

Total Ordered:  Total Open:  Total Posted:  Total Received - Not Posted:

**Add Line Item** Working Bal:  Encumbered Bal:

There are no records matching your criteria.

Notes  
(Maximum of 250 characters)

Enter the 'Acct Number to be charged. Enter a 'Sub Account Number' if appropriate. Enter the vendor's 'Invoice Number,' if you have it. Enter the 'Qty Ord.' (For an open P.O. such as a teacher taking a P.O. to purchase supplies, you can just put in a quantity of one and have the unit price be the total amount). Enter a 'Description' of the items being ordered. Enter a 'Per Unit Price.' Click on **<Save>**. Click on **<Close>**.

Purchase Orders Changes will not be saved

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE **CLOSE** SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO

Ref:  PO #:  G/L Account:  Date Ordered:

Vendor ID:  Vendor Name:

Ship To Code:   Date Received:

Total Ordered:  Total Open:  Total Posted:  Total Received - Not Posted:

Add Line Item Working Bal:  Encumbered Bal:

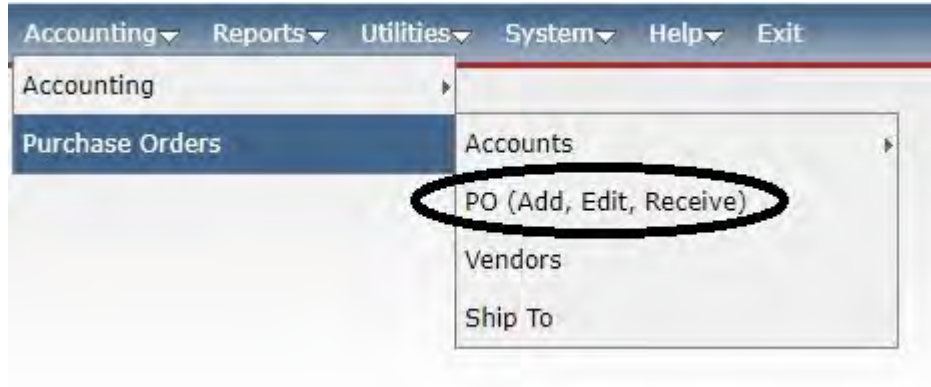
There are no records matching your criteria.

Notes  
(Maximum of 250 characters)

# Edit PO

## Edit PO Header

Navigate to: 'Accounting/ Purchase Order/ PO Add Edit Receive'.



Click on <Edit> to edit the purchase order header. Make the necessary changes.  
Click on <Save>. Click on <Close>.

Accounting Reports Utilities System Help Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	

Notes  
(Maximum of 250 characters)



## Edit PO Lines

Navigate to: 'Accounting/ Purchase Orders/ PO Add Edit Receive'.

Click on <Edit> to edit the purchase order header.

Accounting > Reports > Utilities > System > Help > Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
210	0		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	
BREAK ROOM	No Sub Account											

Notes  
(Maximum of 250 characters)

Click on <Edit> to edit the purchase order lines. Make the necessary changes. Click on <Save>. Click on <Close>.

Purchase Orders Changes will not be saved until you click save

FIRST PREV NEXT LAST ADD EDIT **DEL** LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: 4 - Cafeteria Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	210	0		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	
	BREAK ROOM	No Sub Account											

Notes  
(Maximum of 250 characters)

# Delete Purchase Order

## Delete Entire PO

Navigate to: 'Accounting/ Purchase Orders/ PO Add Edit Receive'.

Click on <Del> to delete the entire purchase order.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD EDIT **DEL** LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4	<input type="checkbox"/>	4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	<input type="checkbox"/>
210 BREAK ROOM	0 No Sub Account		2	<input type="checkbox"/>	0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	<input type="checkbox"/>

Notes  
(Maximum of 250 characters)

The system will check to make sure that you want to delete the entire PO. Click on <OK>.

epesaccounting.epes.org says:

Are you sure you want to delete this record?

**OK** Cancel

## Delete PO Lines

Navigate to: 'Accounting/ Purchase Orders/ PO Add Edit Receive'.

Click on **<Edit>** in order to get to the purchase order line you want to delete.

Accounting Reports Utilities System Help Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
210	0		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	
BREAK ROOM No Sub Account												

Notes  
(Maximum of 250 characters)

Click anywhere on the line that you want to delete. Click on **<Delete>**.

Purchase Orders Changes will not be saved until you click save

FIRST PREV NEXT LAST ADD EDIT **DEL** LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO



Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: 4 - Cafeteria Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
	210	0		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	
BREAK ROOM No Sub Account													

Notes  
(Maximum of 250 characters)

The system will verify that you want to delete the entire quantity on the line. Click on **<OK>**.

epesaccounting.epes.org says:

Are you sure you want to delete this Line Item?

**OK** Cancel

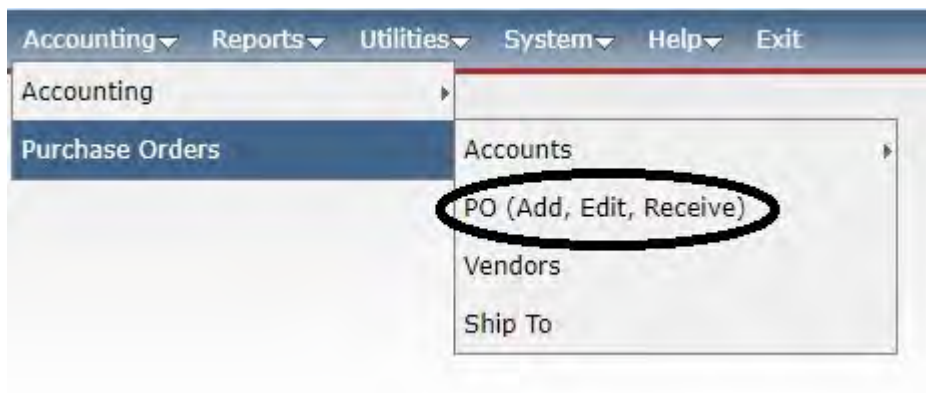
# Section Q

## Receive on a Purchase Order

### Receive Items on Purchase Order

#### Receive Entire Purchase Order (Basic Detail)

Navigate to: 'Accounting/ Purchase Orders/ PO Add Edit Receive'.



Click on <List> to find the purchase order that you want to receive items on.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

**Purchase Orders**

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
STUDENT BODY	Supplies											
210	0		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	
BREAK ROOM	No Sub Account											

Notes  
 (Maximum of 250 characters)



Click on the purchase order that you want to receive on.

Accounting Reports Utilities System Help Exit

PO List

Search PO Number for Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName	Ship to Code	GLAcct	Amt. Open
3		07/01/2016	3/8/2013	SAMS	SAM'S CLUB	1	992	\$61.50
7		07/01/2016	7/1/2013	OFFDEPOT	OFFICE DEPOT	1	992	\$120.00
8		07/01/2016	7/16/2013	SAMS	SAM'S CLUB	1	992	\$375.00
10		07/01/2016	6/2/2014	OFFDEPOT	OFFICE DEPOT	1	992	\$40.50
18		07/01/2016	4/24/2015	SAMS	SAM'S CLUB	1	995	\$17.25
19		07/01/2016	7/1/2016	CHUCK	CHARLES BUS	1	995	\$130.00
22		07/01/2016	6/5/2015	OFFDEPOT	OFFICE DEPOT	1	992	\$65.00
160		07/01/2016	6/9/2015	SAMS	SAM'S CLUB	1	992	\$62.10
161		07/01/2016	6/30/2015	OFFDEPOT	OFFICE DEPOT	1	992	\$25.50
163		07/28/2016	7/28/2016	OFFDEPOT	OFFICE DEPOT	4	992	\$26.00

The purchase order will appear. To receive all the items on the PO click on the **<Receive All>** button.

Accounting Reports Utilities System Help Exit

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER **Receive All Items** Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$26.00 Total Open: \$26.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$488.00 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
STUDENT BODYSupplies												

Notes

(Maximum of 250 characters)

A box will appear asking the date that you would like to receive the items on. Enter the appropriate date. Click on **<Continue>**.

Date Received

08/07/2017

Continue Cancel

To send information to Accounts Payable you must 'Post' it. Click on **<Post Recvd>**. This posts all lines for this order that have been received.

Accounting Reports Utilities System Help Exit

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD-ANOTHER **Post Recvd** Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$26.00 Total Open: \$26.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$488.00 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
STUDENT BODYSupplies												

Notes

(Maximum of 250 characters)

## Receive Partial Purchase Order (More Detail)

Navigate to: 'Accounting/ Purchase Orders/ PO Add Edit Receive'.

Click on <List> to find the purchase order that you want to receive items on.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
STUDENT BODY	Supplies											
210	0		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	
BREAK ROOM	No Sub Account											

Notes

(Maximum of 250 characters)

Click on the purchase order that you want to receive on.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### PO List

Search PO Number ▼ for Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName	Ship to Code	GLAcct	Amt. Open
3		07/01/2016	3/8/2013	SAMS	SAM'S CLUB	1	992	\$61.50
7		07/01/2016	7/1/2013	OFFDEPOT	OFFICE DEPOT	1	992	\$120.00
8		07/01/2016	7/16/2013	SAMS	SAM'S CLUB	1	992	\$375.00
10		07/01/2016	6/2/2014	OFFDEPOT	OFFICE DEPOT	1	992	\$40.50
18		07/01/2016	4/24/2015	SAMS	SAM'S CLUB	1	995	\$17.25
19		07/01/2016	7/1/2016	CHUCK	CHARLES BUS	1	995	\$130.00
22		07/01/2016	6/5/2015	OFFDEPOT	OFFICE DEPOT	1	992	\$65.00
160		07/01/2016	6/9/2015	SAMS	SAM'S CLUB	1	992	\$62.10
161		07/01/2016	6/30/2015	OFFDEPOT	OFFICE DEPOT	1	992	\$25.50
163		07/28/2016	7/28/2016	OFFDEPOT	OFFICE DEPOT	4	992	\$26.00



The purchase order will appear. In order to receive items you must first click on **<Edit>**.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$26.00 Total Open: \$26.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$488.00 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	

Notes  
(Maximum of 250 characters)

Click on the 'Rec' button next to the line that you would like to receive items on.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$26.00 Total Open: \$26.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$488.00 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	

Notes  
(Maximum of 250 characters)

This box will pop up. Enter the quantity that you received and the date that you received them. Click on **<Save>**.

**PO Receipt**

Date Received: 08/07/2017

Qty Received:

Save Cancel

To send the information to Accounts Payable you must 'post' it over. You do this by clicking on the **<Post Recvd>** button. This posts all lines for this order that have been received.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

**Purchase Orders**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items **Post Recvd** Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$26.00 Total Open: \$26.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$488.00 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
STUDENT BODY	Supplies											

Notes

(Maximum of 250 characters)

## Edit A PO/View History of Purchase Order

Navigate to: 'Accounting/ Purchase Orders/ PO Add Edit Receive'.

Click on <List> to find the purchase order you are interested in

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$40.00 Total Open: \$26.00 Total Posted: \$14.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$290.19 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	\$7.00	0.00%	EA.	\$0.00	\$14.00	

Notes

(Maximum of 250 characters)

Click on the purchase order you are wanting.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

### PO List

Search PO Number ▼ for Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName	Ship to Code	GLAcct	Amt. Open
3		07/01/2016	3/8/2013	SAMS	SAM'S CLUB	1	992	\$61.50
7		07/01/2016	7/1/2013	OFFDEPOT	OFFICE DEPOT	1	992	\$120.00
8		07/01/2016	7/16/2013	SAMS	SAM'S CLUB	1	992	\$375.00
10		07/01/2016	6/2/2014	OFFDEPOT	OFFICE DEPOT	1	992	\$40.50
18		07/01/2016	4/24/2015	SAMS	SAM'S CLUB	1	995	\$17.25
19		07/01/2016	7/1/2016	CHUCK	CHARLES BUS	1	995	\$130.00
22		07/01/2016	6/5/2015	OFFDEPOT	OFFICE DEPOT	1	992	\$65.00
160		07/01/2016	6/9/2015	SAMS	SAM'S CLUB	1	992	\$62.10
161		07/01/2016	6/30/2015	OFFDEPOT	OFFICE DEPOT	1	992	\$25.50
163		07/28/2016	7/28/2016	OFFDEPOT	OFFICE DEPOT	4	992	\$26.00



The purchase order will appear. Click on **<Edit>**.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

### Purchase Orders

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recv'd Print PO

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: \$26.00 Total Open: \$26.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$488.00 Encumbered Bal: \$0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
STUDENT BODY	Supplies											

Notes  
(Maximum of 250 characters)

Click on either the **Pencil** to edit or **Paper** icon to view history

Purchase Orders Changes will not be saved until you click sa

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recv'd Print PO




Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: 4 - Cafeteria Cafeteria Date Received: 07/28/2016

Total Ordered: \$26.00 Total Open: \$26.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$488.00 Encumbered Bal: \$0.00

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
  	400	2		4		4	TUBS ICE CREAM	\$6.50	0.00%	EA.	\$0.00	\$26.00	
	STUDENT BODY	Supplies											

Notes  
(Maximum of 250 characters)

You have the option to print the detail if needed.

# Section R

## Purchase Order Reports

Navigate to: '**Reports/ Purchase Orders/ Purchase Orders (Open)**'.



### Purchase Orders Open

Choose the parameters you want. Choose **<Preview>** or **<Print>**.

The screenshot shows the 'Open Purchase Orders' report configuration window. At the top, there are buttons for 'Preview', 'Close', and 'Print'. Below these are input fields for 'Report Title' and 'Report Saved Name'. The main area is divided into three columns: 'Fields', 'Operators', and 'Compare to'. The 'Fields' column lists: PO Number, Activity Account, Sub Account Number, PO Date, and Description. The 'Operators' column lists: Equal to, Greater Than, Less than, Begins with, Contain, Ends with, and OR. The 'Compare to' column has a text input field and buttons for 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. At the bottom, there are tabs for 'Report Conditions' and 'Saved Reports', with a large empty text area below them.

## Purchase Orders Received

Choose the parameters you want. Choose **<Preview>** or **<Print>**.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

List of Purchase Orders Received

Preview Close Print

Report Title

Report Saved Name

Fields

PO Number  
Activity Account  
Sub Account Number  
PO Date  
Received Date

Operators

Equal to  
Greater Than  
Less than  
Begins with  
Contain  
Ends with  
OR

Compare to

Add Condition

Remove

Clear All

Save Rpt

Report Conditions Saved Reports

## PO with Encumbrances

Choose the parameters you want. Choose **Preview>** or **<Print>**.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

PO with Encumbrances

Preview Print Close

Report Title:

From Date: 08/01/2017

To Date: 08/31/2017

From Acct: 1

To Acct: 999999

Report Selection

☒ POs with Encumbrances Detail

☐ Financial Report with Encumbrances

Group By

☒ Activity Account

☐ PO Number



## PO Deficit Balance

Choose the parameters you want. Choose **<Preview>** or **<Print>**.

The screenshot shows the 'PO Deficit Balance' report configuration window. At the top is a menu bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below the menu bar, the title 'PO Deficit Balance' is displayed. There are three buttons: 'Preview', 'Close', and 'Print'. Below these are two text input fields: 'Report Title' and 'Report Saved Name'. The main area is divided into three columns: 'Fields', 'Operators', and 'Compare to'. The 'Fields' column contains 'Activity Account' and 'Activity Account Name'. The 'Operators' column contains 'Equal to', 'Greater Than', 'Less than', 'Between', and 'OR'. The 'Compare to' column has a text input field and four buttons: 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. At the bottom, there are two tabs: 'Report Conditions' (selected) and 'Saved Reports'. Below the tabs is a large empty text area.

## Open By Account

Choose the parameters you want. Choose **<Preview>** or **<Print>**.

The screenshot shows the 'Purchase Orders Open By Account' report configuration window. At the top is a menu bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below the menu bar, the title 'Purchase Orders Open By Account' is displayed. There are three buttons: 'Preview', 'Print', and 'Close'. Below these are two text input fields: 'Report Title' and 'Report Saved Name'. The main area is divided into three columns: 'Fields', 'Operators', and 'Compare to'. The 'Fields' column contains 'Activity Account', 'Sub Account Number', 'PO Number', 'PO Date', and 'Vendor Name'. The 'Operators' column contains 'Equal to', 'Greater Than', 'Less than', 'Between', and 'OR'. The 'Compare to' column has a text input field and four buttons: 'Add Condition', 'Remove', 'Clear All', and 'Save Rpt'. At the bottom, there are two tabs: 'Report Conditions' (selected) and 'Saved Reports'. Below the tabs is a large empty text area.

## Open By Sub Account

Choose the parameters you want. Choose **<Preview>** or **<Print>**.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

---

### Purchase Orders Open By Sub Account

Preview Print Close

Report Title

Report Saved Name

**Fields**

Activity Account ▾  
Sub Account Number  
PO Number  
PO Date  
Vendor Name

**Operators**

Equal to ▾  
Greater Than  
Less than  
Between  
OR

**Compare to**

Add Condition

Remove

Clear All

Save Rpt

Report Conditions Saved Reports

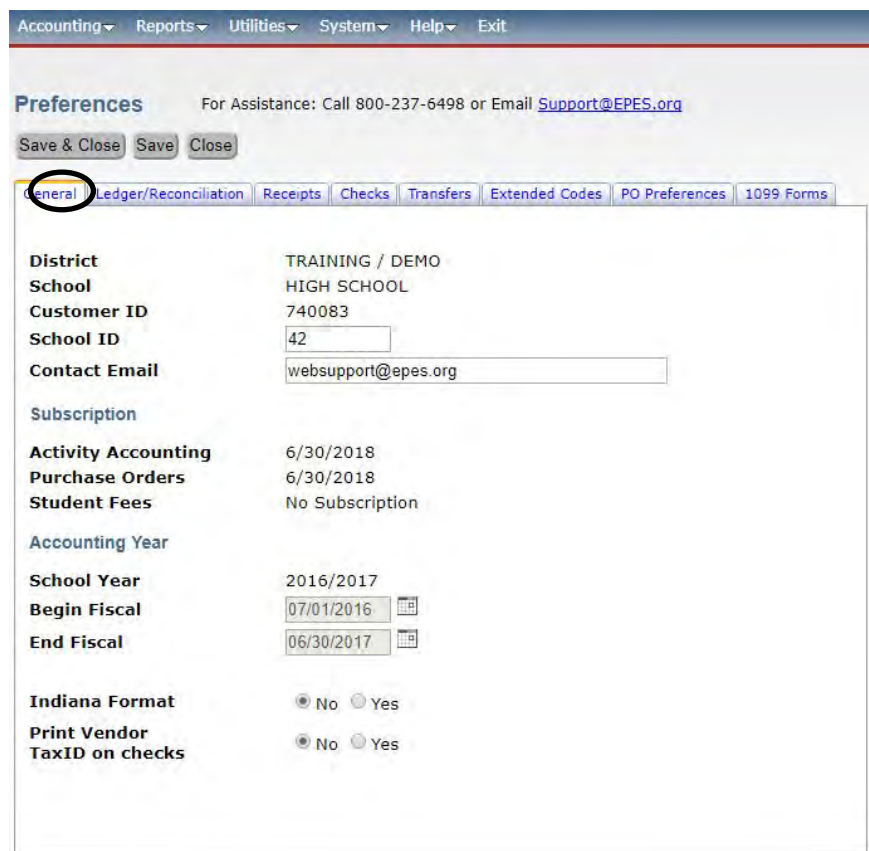
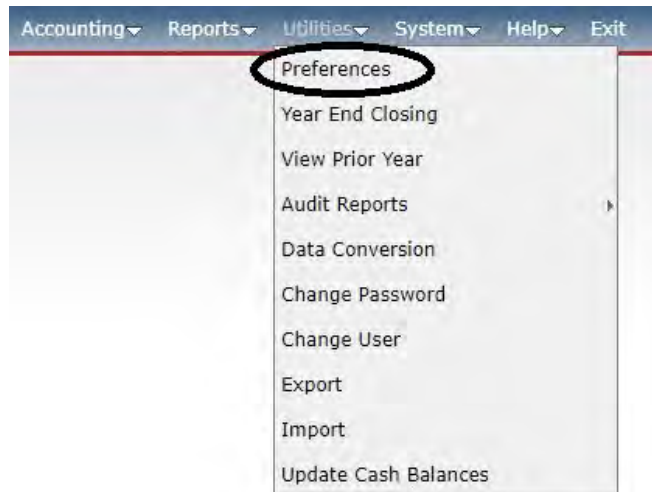
# Section S

## Administrators

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Accounting Preferences

Many important settings are here.

A screenshot of the EPES 'Preferences' window. The 'General' tab is selected and circled in black. The window title is 'Preferences' and it includes a link for assistance: 'For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)'. Below the title bar are buttons for 'Save & Close', 'Save', and 'Close'. The 'General' tab contains the following settings:

District	TRAINING / DEMO
School	HIGH SCHOOL
Customer ID	740083
School ID	42
Contact Email	websupport@epes.org
<b>Subscription</b>	
Activity Accounting	6/30/2018
Purchase Orders	6/30/2018
Student Fees	No Subscription
<b>Accounting Year</b>	
School Year	2016/2017
Begin Fiscal	07/01/2016
End Fiscal	06/30/2017
Indiana Format	<input checked="" type="radio"/> No <input type="radio"/> Yes
Print Vendor TaxID on checks	<input checked="" type="radio"/> No <input type="radio"/> Yes

## Close Month

To enable months to be closed, you must set it up under preferences.

The screenshot shows the 'Preferences' window in the EPES software. The 'Ledger/Reconciliation' tab is selected and highlighted with a black circle. At the top, there are buttons for 'Save & Close', 'Save', and 'Close'. Below the tabs, the 'Print the following footnote at the bottom of the Ledger/Reconciliation/Financial report' section has radio buttons for 'No' (selected) and 'Yes'. The footnote text is entered in five lines: 'Line 1' through 'Line 5'. 'Line 1' and 'Line 2' are part of a single sentence. 'Line 3' continues the sentence. 'Line 4' and 'Line 5' are for the Bookkeeper and Principal signatures and dates. At the bottom, the 'Enable Monthly Close' section has radio buttons for 'No' and 'Yes', with 'Yes' selected and the entire section circled in black.

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General **Ledger/Reconciliation** Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms

**Print the following footnote at the bottom of the Ledger/Reconciliation/Financial report**

☒ No ☐ Yes

**Line 1** I have reviewed the above ledger report and attached reports for the

**Line 2** current month. I find them accurate and complete to the best of my

**Line 3** knowledge.

**Line 4** Bookkeeper: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Line 5** Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Enable Monthly Close**

☐ No ☒ Yes

Note: If you are using the Monthly Close option, you should run all reports to ensure you are in balance. After balancing, select the "Close Monthly Entries" from the Ledger Report screen and click "OK." This will close the month. All data files associated with that month will be closed and further access to "Add," "Edit," or "Delete" will be denied. You should be sure that all Accounts balance, and that your Checking Account is balanced, and any changes you need to make up to this month have been completed before closing this month.

Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

---

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation **Receipts** Checks Transfers Extended Codes PO Preferences 1099 Forms

**Print Receipts while adding?** ☒ No ☐ Yes

**Last Receipt No**

**Default GL Acct**

**Print Options**

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

---

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts **Checks** Transfers Extended Codes PO Preferences 1099 Forms

**Maximum Check Amt**

**Allow Checks to Leave a Negative Balance?**

☐ No ☒ Yes

**Last Check No**

**Default Checking Acct**

**Print Options**

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

**Check Type**

☐ Stub - Check - Stub ☒ Check - Stub - Stub

Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

---

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks **Transfer** Extended Codes PO Preferences 1099 Forms

**Allow Transfers to Leave a Negative Balance?** ☐ No ☒ Yes

Accounting▼ Reports▼ Utilities▼ System▼ EPES▼ Help▼ Exit

---

**Preferences** For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks Transfers **Extended Codes** PO Preferences 1099 Forms

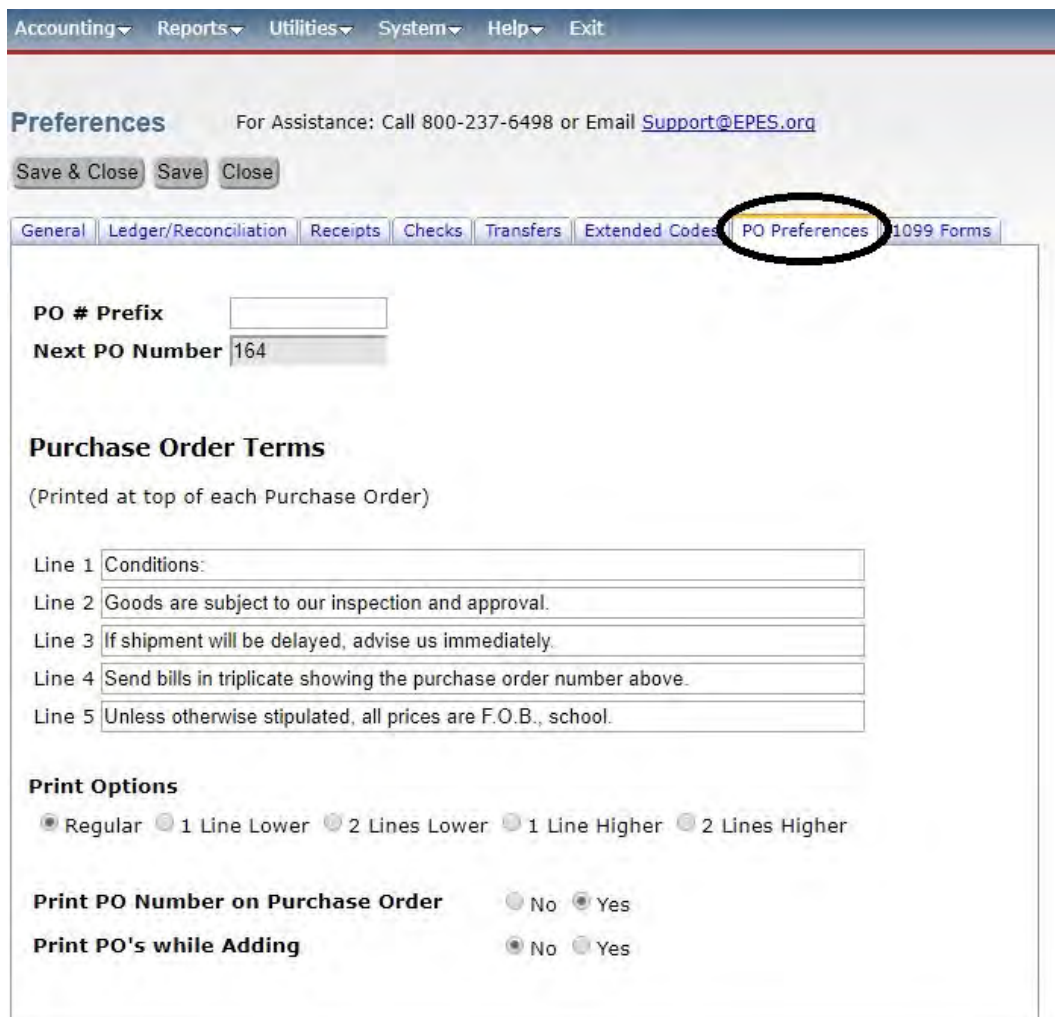
**Enable Ext Codes** ☒ No ☐ Yes

**Extended Codes Required** ☒ No ☐ Yes



## PO Preferences

Normally, these settings are not changed.

A screenshot of the 'Preferences' window in the software application. The 'PO Preferences' tab is selected and highlighted with a black circle. The window has a title bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. Below the title bar, the word 'Preferences' is displayed, followed by contact information: 'For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)'. There are three buttons: 'Save & Close', 'Save', and 'Close'. Below these are several tabs: 'General', 'Ledger/Reconciliation', 'Receipts', 'Checks', 'Transfers', 'Extended Codes', 'PO Preferences' (highlighted), and '1099 Forms'. The main content area contains the following fields and options:  
**PO # Prefix**: A text input field.  
**Next PO Number**: A text input field containing the value '164'.  
**Purchase Order Terms**: A section header.  
(Printed at top of each Purchase Order)  
**Line 1**: Conditions:  
**Line 2**: Goods are subject to our inspection and approval.  
**Line 3**: If shipment will be delayed, advise us immediately.  
**Line 4**: Send bills in triplicate showing the purchase order number above.  
**Line 5**: Unless otherwise stipulated, all prices are F.O.B., school.  
**Print Options**:  
☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher  
**Print PO Number on Purchase Order**: ☐ No ☒ Yes  
**Print PO's while Adding**: ☒ No ☐ Yes

## Preferences

For Assistance: Call 800-237-6498 or Email [Support@EPES.org](mailto:Support@EPES.org)

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences **1099 Forms**

**Print the following on 1099 Forms.** ☒ No ☐ Yes

Employer Federal Identification Number

Employer Name

Address Line 1

Address Line 2

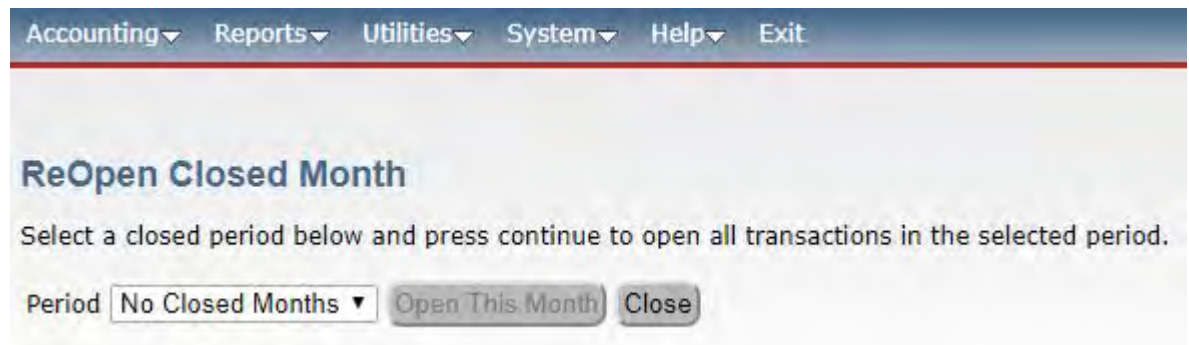
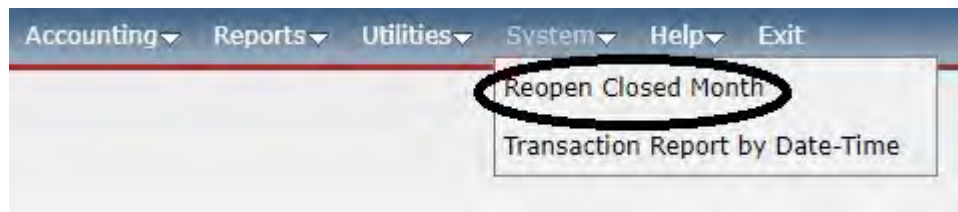
City, State Zip

### Print Options

☒ Regular ☐ 1 Line Lower ☐ 2 Lines Lower ☐ 1 Line Higher ☐ 2 Lines Higher

## Reopen Closed Month

**Note: Only an Administrator can reopen a closed month.**



## Close Year

Make sure that you have printed all year end reports and canceled all checks from the bank statements for the year before starting this process.

This option will:

- 1) Move all current data files to the Prior Year.
- 2) Post ending balances for the current year as new beginning balances.

Note: This program maintains three years of data.



## Year End Closing

*Only use this option once a year, after completing the steps below.*

This screen will setup your data for the new year as well as calculate the new beginning balances.

Before executing this function, please be sure you have printed and balanced all reports for this year

**Begin Fiscal** 7/1/2016  
**End Fiscal** 6/30/2017

---

**Payables**

- ☒ Copy open Payables to the new year (reset date to new fiscal)
- ☐ Do NOT copy the open payables to the new year

---

**Purchase Orders**

- ☒ Copy open POs to the new year (reset date to new fiscal)
- ☐ Do NOT copy the open POs to the new year

---

**Budget**

- ☒ Reset Budget Amounts to zero
  - ☐ Retain the budget amounts in new year
- 

Close Screen

Close This Year

If you do not use the Purchase Order or Budget portions of the program, no changes will be necessary.

Budget is not the same as the account balances. It is simply a budget within the Activity Accounts. This is a current year budget only. It can't be used as a projected budget.

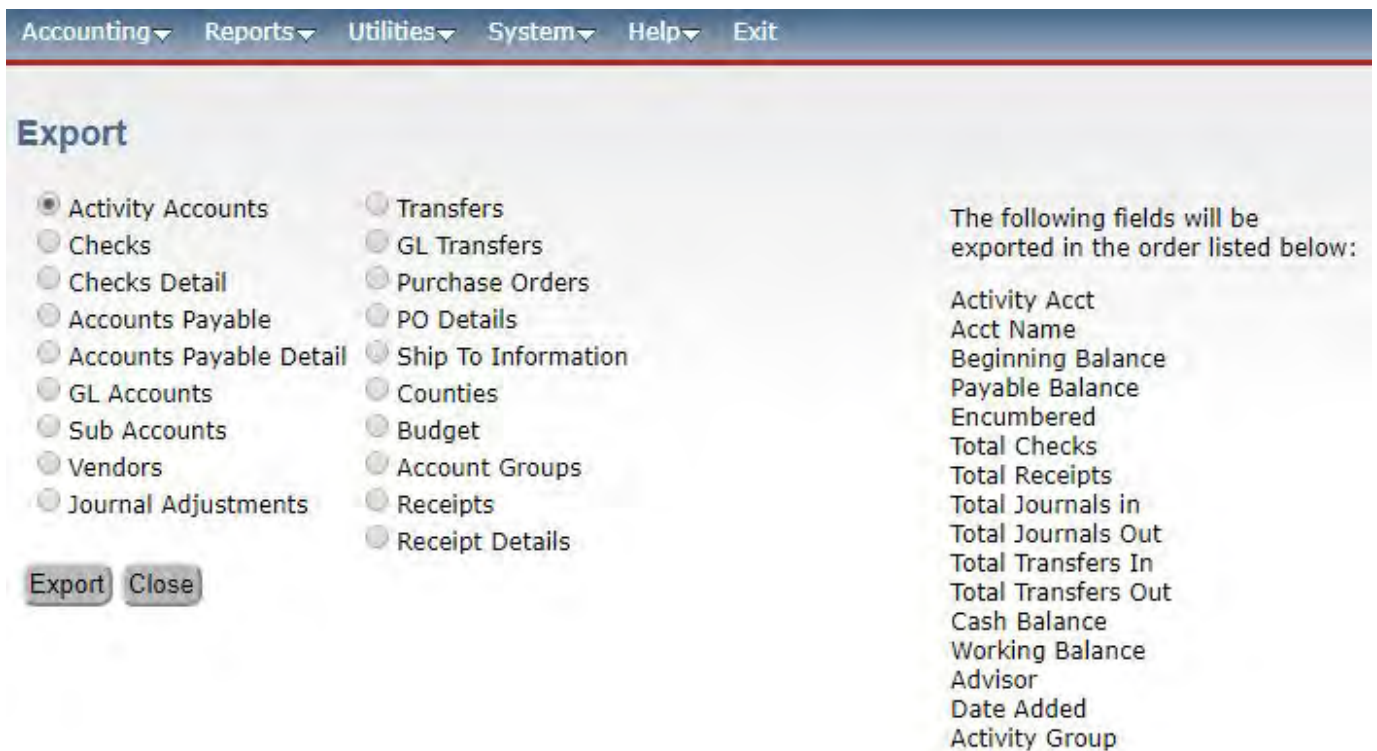
## View Prior Year

Use this option to see prior year data. You cannot make changes to this data. Data is provided for viewing and regenerating reports only.

A screenshot of the 'View Prior School Year' screen. At the top is a menu bar with Accounting, Reports, Utilities, System, Help, and Exit. Below the menu bar is the title 'View Prior School Year'. There is a 'Year' label next to a dropdown menu currently showing '-Select a Year-'. Below this are two buttons: 'Change Year Now' and 'Close this Screen'. Further down is a section titled 'Setup a Prior Year (for data conversions only)' with a paragraph of instructions: 'If you are about to run a data conversion and do not see the year in the dropdown above, you can add the school year using this function. When you enter a new school year, please enter the year of the fiscal begin.' At the bottom of this section is a 'Year (Start):' label next to an empty text input box and a 'Setup a Prior Year' button.



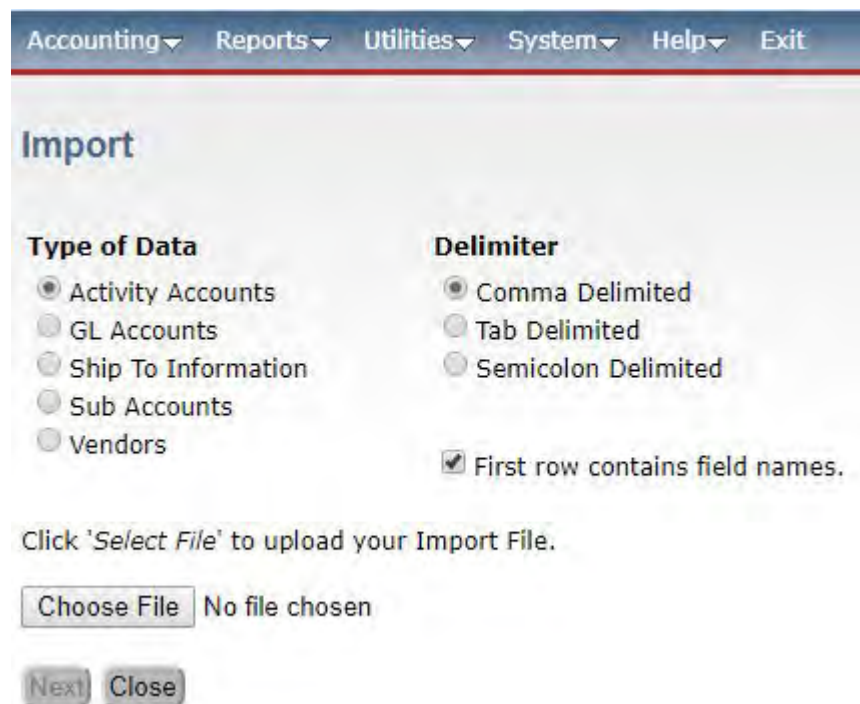
## Export



This feature is used if data needs to be exported for another program. It will not export transactions.



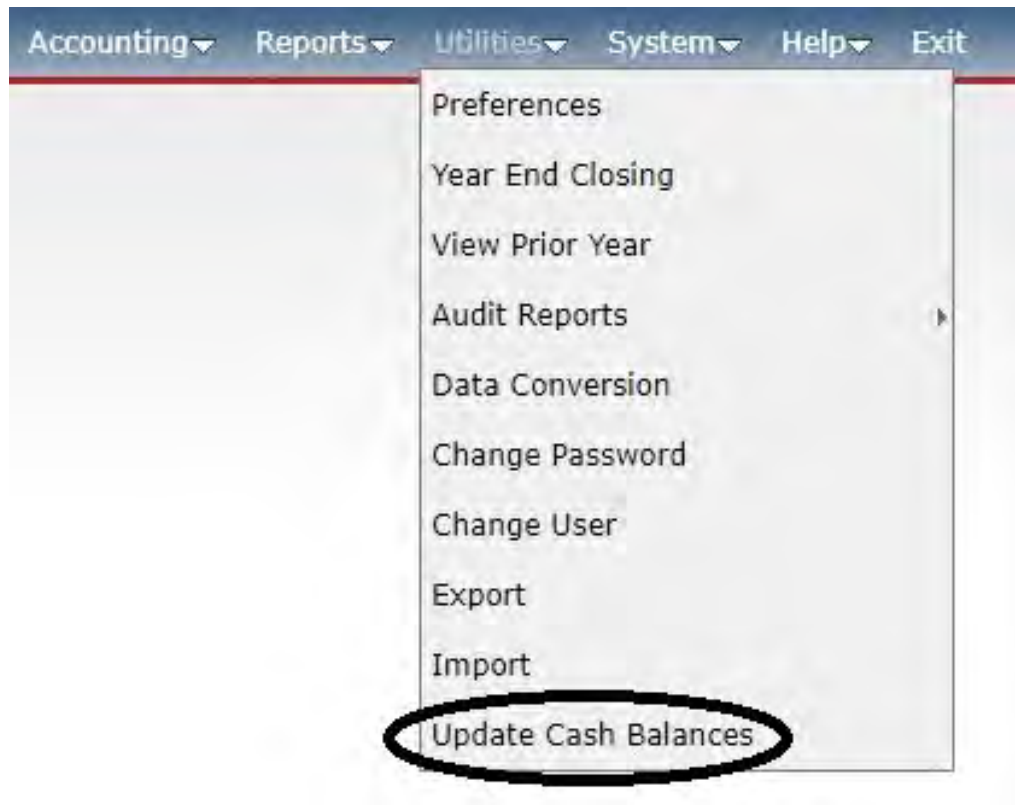
## Import

A screenshot of the 'Import' screen in the software application. The screen has a header with the title 'Import'. Below the header, there are two columns of radio button options. The left column is titled 'Type of Data' and includes options for Activity Accounts, GL Accounts, Ship To Information, Sub Accounts, and Vendors. The right column is titled 'Delimiter' and includes options for Comma Delimited, Tab Delimited, and Semicolon Delimited. There is also a checkbox labeled 'First row contains field names.' which is checked. Below these options, there is a text prompt 'Click 'Select File' to upload your Import File.' followed by a 'Choose File' button and the text 'No file chosen'. At the bottom of the screen, there are two buttons: 'Next' and 'Close'.

This feature is used to import information from another program into EPES. It will not import transactions.

### **Update Cash Balances**

This option will automatically recalculate all Account Cash Balances. Normally, this option will not be necessary; since Cash Balances are updated when quitting any option that affects balances.



## *Converting Data from Accounting32*

Before you begin the conversion process, please know that any vendor codes that contain special characters or spaces are not allowed. These codes will be changed during the conversion process. A “0” will replace all special characters and spaces. If you prefer to change these codes, you will need to add new vendors and all of the transactions that are associated with the previous codes will need to be edited. If you choose not to change these at this time, a listing of all changes made during data conversion will be produced for you.

The following steps will need to be taken in order to do the data conversion.

1. Run a current ledger report in the **32-bit program**.
2. Note the location of your current and prior year accounting data for the 32 bit program. If you are unsure of this location, go to Utilities, Accounting, and Preferences. There you will find a data path location. This is where your data is located.
3. Once in the Web Accounting program, you will need to go to Utilities and then to Data Conversion.
4. Verify that the year is the fiscal year of the data that you are getting ready to convert. The first conversion needs to be Current Year.

**Data Conversion Utility**  
**Warning**  
This utility will convert the data from your EPES database into your online database. The file will be queued up in the server and processed with in a few minutes of you uploading it. You can see the current status of the file by clicking the Refresh button below.  
The current data that will be deleted and replaced is for:  
**District:** EPES DEMO DIST.  
**School:** EPES DEMO 1  
**Year:** 2015/2016 [Change to a different year](#)  
To start the process, click 'Browse' or 'Choose File' button below and select your EPES Data File.  
  

Choose File No file chosen

---

Data Conversion Status  
Refresh

---

Close Screen Print Screen

To convert a Prior Year, click on “Change To A Different Year”. Either select the year that you will be converting or choose to Setup A Prior Year.

**View Prior School Year**

Year

---

**Setup a Prior Year (for data conversions only)**

*If you are about to run a data conversion and do not see the year in the dropdown above, you can add the school year using this function. When you enter a new school year, please enter the year of the fiscal begin.*

Year (Start):

You will need to enter the begin year of the prior fiscal year. (**Ex: For 2014/2015 – Enter 2014**) Click on “Setup a Prior Year”. Click on “Change Year Now”.

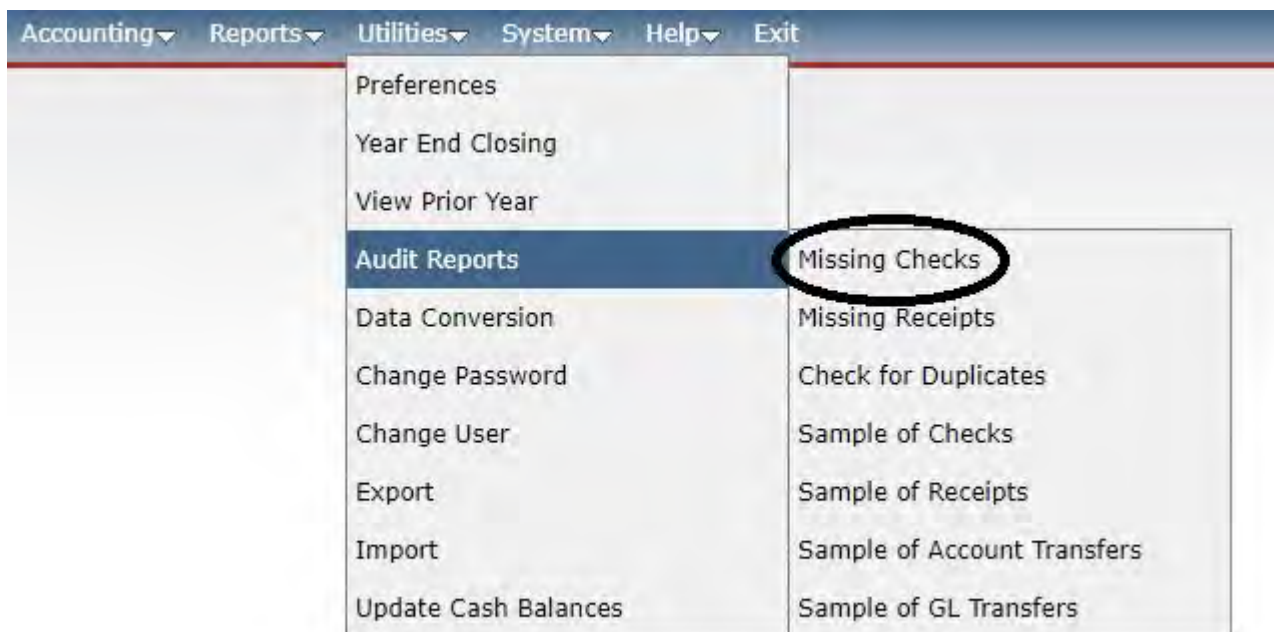
5. Click on Browse. A file upload window will pop up. You will browse to the data location from **step 2**. You will need to select the EPESAcctgData.mdb or EPESPriorYear.mdb. Click open or double click on the .mdb file. (**Please do not select the .mdb.bak file. This file will not convert.**)
6. Click OK to upload this file.
7. You will need to click on the Refresh button to see the status of the conversion. (You may have to click on it a few times before the process is complete.)
8. Once the data is successfully uploaded, verify that all imported files show “Done”. If any say “Failed”, please call our office. You will see a message at the bottom of the screen that says \*\*\* ALL DATA IMPORTED SUCCESSFULLY! \*\*\*. The conversion process for this year is completed. If any vendor codes were modified, you can click on “Print Screen” or click on “Close Screen”.
9. Go to Reports and run a current ledger report. Compare these beginning and ending balances to the balances on the ledger report that was created from the 32-bit program.
10. Go to Utilities and Preferences. Check all areas to verify that these preferences match what you used in the 32-bit program.

# Section T

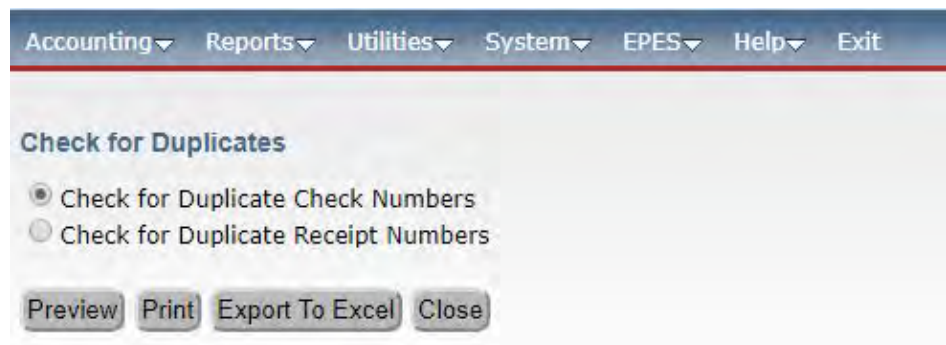
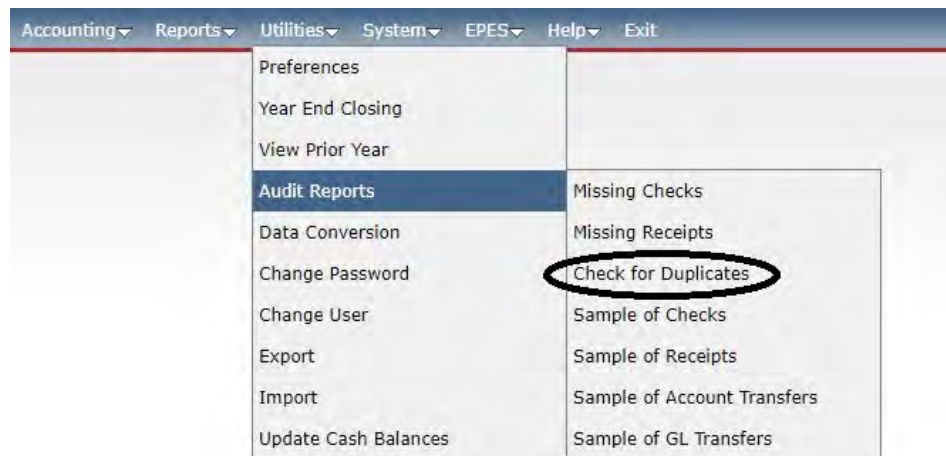
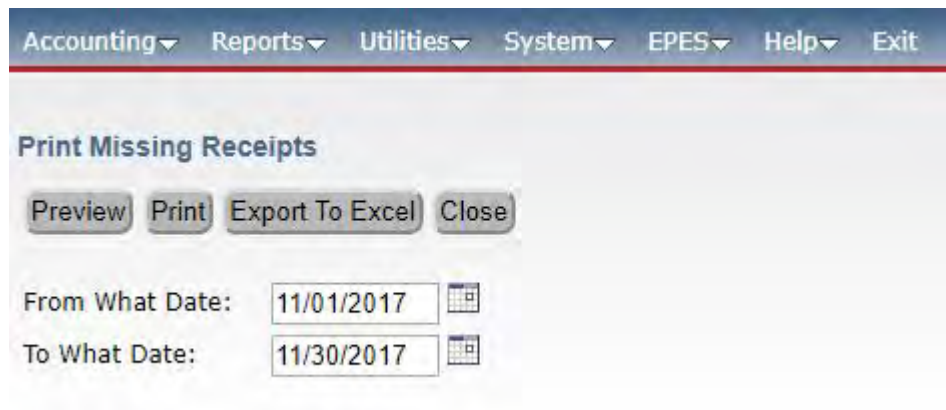
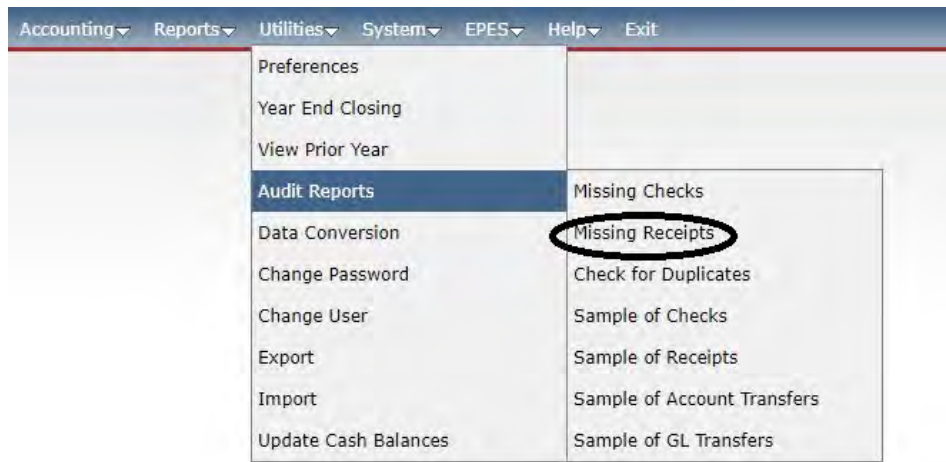
## Audit Reports

This option produces reports normally used for Auditing Purposes. The reports are:

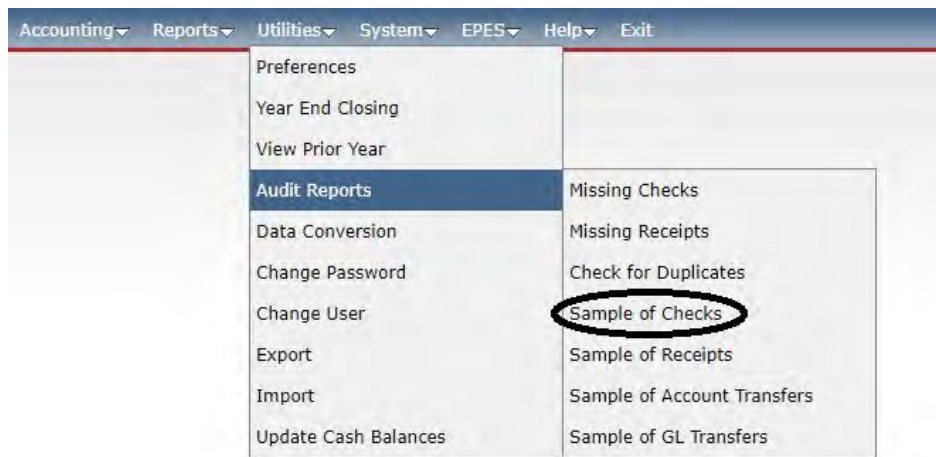
- 1) Printout of Missing Check Numbers.
- 2) Printout of Missing Receipt Numbers.
- 3) Check for Duplicate checks or receipts. This will show voided checks and voided receipt numbers.
- 4) Sample of Checks/Receipts (Random or specified dollar value).
- 5) Sample of Activity/GL Transfers (Random or specified dollar value).



A screenshot of a dialog box titled 'Print Missing Checks'. At the top, there is a menu bar with 'Accounting', 'Reports', 'Utilities', 'System', 'EPES', 'Help', and 'Exit'. Below the title, there are four buttons: 'Preview', 'Print', 'Export To Excel', and 'Close'. Further down, there are two date selection fields. The first field is labeled 'From What Date:' and contains the date '11/01/2017' with a calendar icon to its right. The second field is labeled 'To What Date:' and contains the date '11/30/2017' with a calendar icon to its right.







This screenshot shows the 'Sample Of Checks' dialog box. It contains several input fields and buttons for configuring the sample.

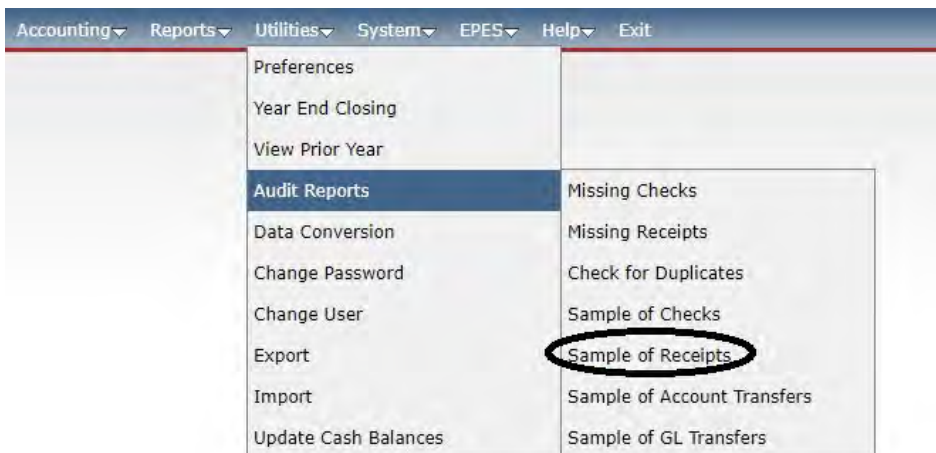
Buttons: Preview, Print, Export To Excel, Close

Options:

- ☒ Select Highest Dollar Values Number to Select: 0
- ☐ Select Random Sample Sampling Percent: 0 %

Fields:

- From What Date: 11/01/2017
- To What Date: 11/30/2017
- From What Check: 1
- To What Check: 999999
- From What Account: 1
- To What Account: 999999



This screenshot shows the 'Sample Of Receipts' dialog box. It contains several input fields and buttons for configuring the sample.

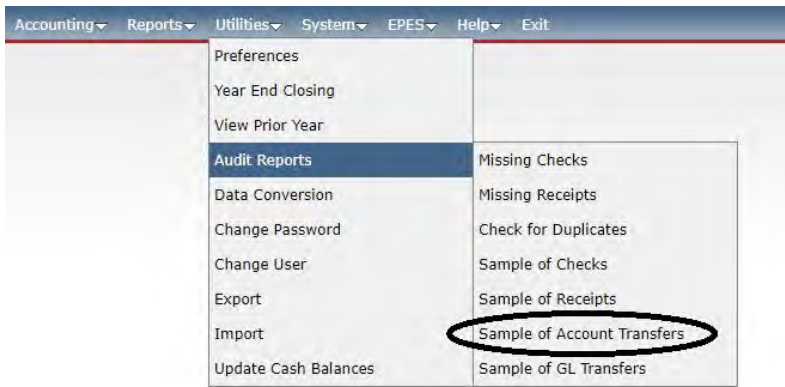
Buttons: Preview, Print, Export To Excel, Close

Options:

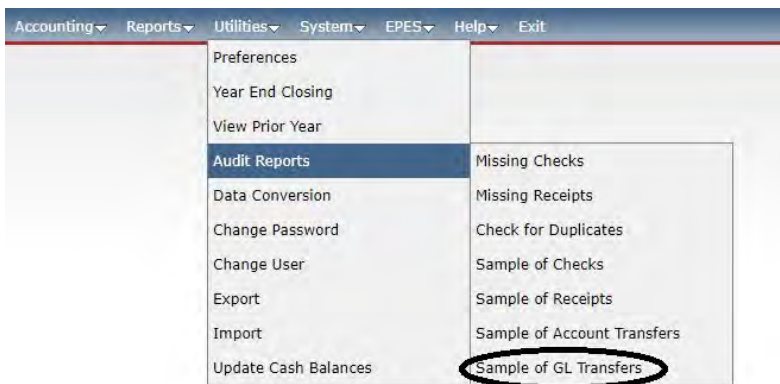
- ☒ Select Highest Dollar Values Number to Select: 0
- ☐ Select Random Sample Sampling Percent: 0 %

Fields:

- From What Date: 11/01/2017
- To What Date: 11/30/2017
- From What Receipt: 1
- To What Receipt: 999999
- From What Account: 1
- To What Account: 999999



A screenshot of the 'Sample Of Account Transfers' dialog box. At the top, there are buttons for 'Preview', 'Print', 'Export To Excel', and 'Close'. Below these buttons are two radio button options: 'Select Highest Dollar Values' (which is selected) and 'Select Random Sample'. To the right of the first option is a text box labeled 'Number to Select:' with the value '0'. To the right of the second option is a text box labeled 'Sampling Percent:' with the value '0' and a '%' symbol. Below these are two date fields: 'From What Date:' with the value '11/01/2017' and 'To What Date:' with the value '11/30/2017'. Each date field has a small calendar icon to its right.



A screenshot of the 'Sample Of GL Transfers' dialog box. The layout is identical to the 'Sample Of Account Transfers' dialog box. It features buttons for 'Preview', 'Print', 'Export To Excel', and 'Close'. The 'Select Highest Dollar Values' radio button is selected, with a 'Number to Select:' field set to '0'. The 'Select Random Sample' option has a 'Sampling Percent:' field set to '0%'. The date fields are 'From What Date:' set to '11/01/2017' and 'To What Date:' set to '11/30/2017', each with a calendar icon.

# Section U



A screenshot of the 'User Administration' form. The form contains fields for 'FirstName' (Book), 'LastName' (Keeper), 'UserLevel' (BK - Bookkeeper), 'UserName' (BK), and 'Password' (redacted). There are checkboxes for 'Login Period' (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and 'Hours' (Start: 12:00 AM, End: 11:30 PM). There are also checkboxes for 'Inactive Account' and 'Reset Password on Next Login'. At the bottom, there are buttons for 'Save', 'Add User', 'Cancel', 'Delete', 'Close', and 'Logout User'. On the right side, there is a list box showing 'Book Keeper (BK)', 'Office Aide (AIDE)', and 'Principal Account (PRIN)'.



Accounting ▾ Reports ▾ Utilities ▾ System ▾ EPES ▾ Help ▾ Exit

## User Groups / Permissions

**Add New Group** Close

	<u>Group ID</u>	<u>Group Name</u>
Edit	AIDE	Aide
Edit	BK	Bookkeeper
Edit	PRIN	Principal

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## Groups / Permissions

Save Close Delete

Group ID

Group Name

### Security Groups

Set Defaults for all Groups.						Expand All
<a href="#">Set All</a> Full Access	<a href="#">Set All</a> Add/ Edit	<a href="#">Set All</a> Edit Only	<a href="#">Set All</a> Add Only	<a href="#">Set All</a> Read Only	<a href="#">Set All</a> No Access	
✦ Accounts						
✦ Accounts Payable						
✦ Activity Groups						
✦ Budget						
✦ Checks						
✦ Counties						
✦ Deposits						
✦ Extended Codes						
✦ Journal Adjustments						
✦ Purchase Orders						
✦ Receipts						
✦ Ship To						
✦ Sub Accounts						
✦ Transfers						
✦ Vendors						
✦ System Menu						
✦ Utilities Menu						





Accounting Reports Utilities System EPES Help Exit

### ReOpen Closed Month

Select a closed period below and press continue to open all transactions in the selected period.

Period



Accounting Reports Utilities System EPES Help Exit

### Date and Time of Transactions

Report Title

Report Saved Name

Fields	Operators	Compare to
Date	Before	<input type="text"/>
Document	After	
Form	Year is	
User ID	Month is	
Update Type	Day is	
Amount	Equal to	
	Between	
	OR	